

TABLE OF CONTENTS

	PAGE
1. PURPOSE -----	1
2. BACKGROUND -----	1
3. SCOPE OF THE PROJECT -----	5
3.1 MAINTENANCE ACTIVITIES AND PROJECT DELIVERABLES-----	5
3.2 ITEM DEVELOPMENT -----	7
3.3 TEST ADMINISTRATION -----	13
3.4 TEST SECURITY-----	23
3.5 SCORING, ANALYSIS, AND REPORTING-----	24
4. GENERAL PROPOSAL INFORMATION -----	35
5. PROPOSAL SPECIFICATIONS -----	39
6. MONITORING ACTIVITIES-----	48
7. CONTRACT TERMS AND REQUIREMENTS-----	49
8. EVALUATION PROCESS -----	57
9. CONTRACT AWARD PROTEST PROCEDURES-----	58
10. FORMAT REQUIREMENTS AND EVALUATION CRITERIA -----	59

APPENDICES

Appendix 1— Discussion of Long-Term Item Utilization for the California Standards Tests and

California High School Exit Examination (Attachment 1, SBE Item 8, 11-03)

Appendix 2— Checklist of Major Project Deliverables

Appendix 3— Required Contents for CAHSEE Technical Digest

Appendix 4— Intent to Submit a Proposal/Bid

Appendix 5— Estimated CAHSEE Test Booklets and Test Takers, 2004-07

ATTACHMENTS

ATTACHMENT 1—Nondiscrimination Compliance Statement

ATTACHMENT 2—Small Business Preference Sheet

ATTACHMENT 3— California DVBE Program Requirements

Attachment 3A— Documentation of DVBE Program Requirements

ATTACHMENT 4—State Drug-Free Workplace Certification

ATTACHMENT 5—California State Travel Program

ATTACHMENT 6—Certifications Regarding Lobbying; Debarment, Suspension and Other
Responsibility Matters; and Drug-Free Workplace Requirements

ATTACHMENT 7—Protest Procedures for Request for Proposals

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE) ADMINISTRATION

1. PURPOSE

This Request for Proposals (RFP) invites submissions from eligible bidders to conduct the administration, scoring, reporting, analysis, and continued item and form development of the California High School Exit Examination (CAHSEE). This examination is designed to “significantly improve pupil achievement in high school and to ensure that pupils who graduate from high school can demonstrate grade-level competency in reading, writing, and mathematics.”¹ The CAHSEE is a criterion-referenced test aligned to the academic content standards in English-language arts (ELA) and mathematics adopted by the State Board of Education (SBE).

The work described in this RFP will begin on or after July 1, 2004 and will continue through September 30, 2007.

2. BACKGROUND

Education Code Section 60850 et seq. was enacted by Chapter 1 of the Statutes of 1999 (Senate Bill 2X). In enacting this measure, the Legislature declared that “local proficiency requirements . . . are generally set below a high school level and are not consistent with the state adopted academic content standards” and that “the state must set higher standards for high school graduation.” The law established the CAHSEE to help address this need. The CAHSEE has two portions, English-language arts and mathematics, and both must be passed to meet this graduation requirement.

AB 1609 (Statutes of 2001) required that an independent study be conducted to examine whether the test development process for the CAHSEE and the implementation of standards-based instruction met the required standards for a test of this nature. The AB 1609 Study Report was completed on May 1, 2003 and is located on the Internet at <http://www.cde.ca.gov/statetests/cahsee/eval/AB1609/index.html>. AB 1609 required that the State Board of Education (SBE) decide whether or not to delay the consequences beyond the Class of 2004 based on the study findings. In July 2003, SBE took action to move the passage of the CAHSEE as a diploma requirement to the Class of 2006.

The CAHSEE will be administered to all eligible pupils and adult students, including those with exceptional needs and English learners. The Class of 2006 will be administered the CAHSEE for the first time as tenth graders in February, March, or May 2004 when they are in the tenth grade. Beginning in the 2005-06 school year and each school year thereafter, public school students completing grade 12 and adult education students must pass the CAHSEE in order to receive a high school diploma. Pursuant to Education Code Section

¹ Education Code Sections 60850-60859 can be found on the Internet at <http://www.leginfo.ca.gov/> from this page, select California Law, then select Education Code, then scroll down to Part 33, Chapter 9, High School Exit Exam, Sections 60850-60859

37252 students may be offered summer school after grade 12 if they still have not passed the exam.

In July 2003, SBE directed CDE to reduce testing time from three to two days and to shorten the length of the ELA test by removing one writing task. Several items were deleted from the ELA blueprint because they were tested elsewhere on the CAHSEE or were found not to be suitable for multiple-choice exams. The mathematics blueprint was also examined, and a few minor changes were made that did not change the length of the test. The SBE adopted revised CAHSEE blueprints at its July meeting and these are posted on the Internet at: <http://www.cde.ca.gov/statetests/cahsee/admin/admin.html>. Beginning with the February 2004 test administration, the operational test form will be based on the revised blueprints.

The CAHSEE must be based on a sound psychometric design that ensures curricular and instructional validity and yields scores that are valid and reliable (Education Code Section 60850). The overall test design must address issues arising from the need for comparable year-to-year test results. To support its high-stakes use, the exam, including the technical quality of the scores produced, must be of the highest technical quality and must at a minimum meet the *Standards for Educational and Psychological Testing* (1999) adopted by the American Educational Research Association (AERA), the American Psychological Association (APA), and the National Council on Measurement in Education (NCME). All references in this RFP to *Testing Standards* are to this document.

Test Administration Schedule

The CAHSEE may only be given on testing dates designated by the Superintendent of Public Instruction. These dates have been selected and are published in the Testing Dates and Scheduling Guidelines through the 2005-06 School Years posted on the Internet at: <http://www.cde.ca.gov/statetests/cahsee/admin/admin.html>. Eligible pupils or adult students may retake the portion(s) not passed at the next scheduled testing date selected by the school district². Eligible pupils or adult students may not retake a portion that they have previously passed.

School districts must test grade 10 students once in either February or March and may provide for a make-up opportunity in either March or May. School districts may test students who did not pass one or both portions of the CAHSEE twice a year: once in September or November test administrations, and then once in February or March. The May administration can only be used for grade 10 make-up opportunities or for one final opportunity for grade 12 students who do not pass in February or March.

If grade 12 students do not take the test in May, then they will have one opportunity to take the exam after summer school when it is offered by the school district. If students repeat grade 12, or attend adult school to work toward a diploma, then these students may continue to have additional opportunities to take the exam.

² As defined in CAHSEE Regulations, "school district" shall mean unified and high school districts, county offices of education, and any independent charter school that is not part of the school district or county office of education that granted the charter, and any school chartered by SBE. School district will be used in this RFP to denote all local education agencies responsible for administering the CAHSEE to eligible pupils and adult students. Community college high school diploma programs are not supported.

As shown in the example in Table 1, students may have up to six opportunities to take the CAHSEE: once in grade 10, two times in grade 11 (Repeat #1 and #2), two times in grade 12 (Repeat #3 and #4), and once more after grade 12 (Repeat #5).

Table 1. Example of Test Scheduling for the Class of 2006

Test Administration	Grade 10 Class of 2006	Grade 11 Class of 2006	Grade 12 Class of 2006
September	DO NOT TEST	REPEAT #1	REPEAT #3
November	DO NOT TEST	REPEAT #1	REPEAT #3
February	CENSUS TEST	REPEAT #2	REPEAT #4
March	CENSUS TEST or MAKEUP	REPEAT #2 (NO MAKEUP)	REPEAT #4 (NO MAKEUP)
May	MAKEUP ONLY	DO NOT TEST	REPEAT #5
September			REPEAT #5

CAHSEE Regulations

Regulations governing the CAHSEE can be found on the Internet at: <http://www.cde.ca.gov/statetests/cahsee/admin/admin.html> (Title 5, California Code of Regulations, sections 1200 and following). Topics covered in CAHSEE Regulations include test administration, test security, cheating, and apportionment. Hereinafter, these regulations will be referred to as the CAHSEE Regulations.

Independent Evaluation

Education Code Section 60855 requires an independent evaluation of the CAHSEE and specifies that the "...evaluation shall be based on information gathered in field testing and annual administrations of the examination." It also specifies "Evaluation reports shall include recommendations to improve the quality, fairness, validity, and reliability of the examination. The independent evaluator may also make recommendations for revisions in design, administration, scoring, processing or use of the examination." Pursuant to Education Code Section 60855(d), the independent evaluator's reports are available on the Internet at: <http://www.cde.ca.gov/statetests/cahsee/eval/eval.html>.

The current contract for the independent evaluation expires in June 2004. A RFP for the CAHSEE independent evaluation will be released early in 2004 for work to begin July 1, 2004. The successful bidder for the CAHSEE Administration contract will not be awarded the contract for the independent evaluation.

The independent evaluation contractor must be provided with copies of data files and reasonable contact with technical and administrative staff of the Contractor.

Accountability Uses of the CAHSEE

The CAHSEE is used for state and federal accountability purposes. The Contractor is required to produce data files for this purpose. Score information must be delivered in a timely manner so as to meet the processing requirements of the state accountability program's Academic Performance Index (API) and the federal accountability program "No Child Left Behind" (NCLB) reporting of Adequate Yearly Progress (AYP). The AYP focus is on all tenth grade CAHSEE test takers. Information on the API and AYP can be found on CDE's Web site at: <http://api.cde.ca.gov/> and <http://www.cde.ca.gov/ayp/>.

Passing Scores

In June 2001, SBE set the passing scores at 60 percent correct for ELA and 55 percent correct for mathematics based on a standard setting using the Bookmark method. The SBE directed that the passing score levels be re-evaluated after the first census administration. A new standard setting using the Bookmark method was conducted in September 2003 and SBE decided in November 2003 to maintain the current passing score levels.

Security

Ensuring test security is of paramount importance in establishing and maintaining the highest possible standards of technical quality, and overall integrity of the CAHSEE. It is the responsibility of the Contractor to safeguard student information and meet state and federal legal requirements for protecting students' privacy rights. Section 3.4 of this RFP identifies the test security tasks to be undertaken by the Contractor.

CAHSEE Item Bank

The Contractor will be delivered the current CAHSEE item bank for its continued development. By December 2004, the item bank is estimated to include 3,188 mathematic items, and 2,732 ELA multiple-choice and writing task items (see Appendix 1 SBE Item 8, November 2003, Long-Term Utilization of CAHSEE).³ These items are ready to be used on operational test forms. In addition, 1,030 mathematics items will have been developed and will be ready to field test. In ELA, 1,518 multiple-choice and writing task items will have been developed and will be ready to field test. The Contractor shall be responsible for field testing the balance of items previously developed, but not yet field tested. In addition, the Contractor must continue item development to generate sufficient items to maintain equilibrium of the item bank. Equilibrium refers to the state of the item bank in which there are sufficient items to support the development of operational forms and new item development is needed only to offset items released to the public and items lost through attrition.

Each year at least 25 percent of previously administered CAHSEE ELA and mathematics items must be released to the public. The answer keys for all released items and the anchor papers for the writing task also must be released. The released test items are to be distributed by posting them on CDE's CAHSEE Web site. The released test items must be approved by CDE before being posted on the Internet. The released items must be identified in the item bank to preclude future use.

³ Appendix 2 contains the Discussion of Long-Term Item Utilization for the CAHSEE (SBE Item 8, Attachment 1, November 2003).

All items developed under this contract are the property of CDE and must be copyrighted by the Contractor on behalf of CDE and entered into the CAHSEE electronic item bank as specified in Section 3.2.f of this RFP.

Transition to New Contract and Copyright

The current test contractor will provide the Contractor with all information regarding the CAHSEE as directed by CDE, excluding any proprietary software or other materials. The item bank and all test items and materials belong to CDE and have been copyrighted through the U.S. Copyright Office. The Contractor for 2004-2007 must work with CDE to copyright all new CAHSEE items and test forms developed under this contract (see Section 3.2.g of this RFP).

CAHSEE Information on the Internet

There is a large body of information about the CAHSEE available on CDE's Web site at: <http://www.cde.ca.gov/statetests/cahsee>. This web site includes Frequently Asked Questions (FAQs) and resources, such as teacher guides, released test questions, student study guides, and test blueprints.

Information that is available on the Internet will only be referenced in this RFP and will not be appended to the RFP in accordance with efforts by the State of California to reduce paper waste.

Caveat - SUBMITTED PROPOSALS ARE PUBLIC RECORDS

All Technical Proposals and all related documents submitted in response to this RFP will become the property of the State of California and are considered public records subject to disclosure upon request pursuant to Government Code section 6250 et seq. All Cost Proposals that advance to bid opening are likewise considered public records. See Section 5.1 of this RFP for more information.

Proposal Submissions

Each submission must consist of two separately packaged proposals: a Technical Proposal and a Cost Proposal. The proposal specifications are described in Section 5.0 of this RFP.

3. SCOPE OF THE PROJECT

This section of the RFP outlines the tasks to be implemented under the contract for CAHSEE Administration. The Technical and Cost Proposals must address all the tasks outlined in Section 3.0. Major technical and procedural issues inherent in the development of test items and test administration must be identified in the Technical Proposal to indicate the bidder's knowledge and ability to administer an exam of the size and scope of the CAHSEE.

3.1 Maintenance Activities and Project Deliverables

In order to monitor project activities, CDE requires monthly progress reports, weekly update meetings, periodic reports to SBE or SBE staff, and as appropriate meetings with other groups, such as CDE's technical advisory group. This section of the Technical Proposal must describe how the bidder will address all the tasks and activities specified below.

- a. Management Meetings – The proposal must specify that weekly meetings will be held between the CAHSEE Administration Project Manager (in person) and CDE CAHSEE staff to review and discuss task implementation and status. An agenda must be prepared weekly with input from CDE, and minutes must be taken and then submitted to CDE by email. The minutes must be submitted to CDE within five (5) working days and must include a list of tasks identified during each meeting for completion with the deadline and person(s) assigned to the task. The weekly meetings must take place at CDE headquarters. With prior CDE approval, some meetings may be convened at the successful bidder's office, but only if it is located in Sacramento, CA. Subcontractors must meet in person as appropriate to the task, or may be included via telephone conferencing. All costs for sending its staff to weekly and other project-related meetings must be paid by the Contractor.
- b. Records, Minutes, and Deliverables– For all other CAHSEE-related meetings, a list of participants must be obtained and submitted to CDE with copies of meeting materials (e.g., agendas, training materials) including, but not limited to, item content and sensitivity reviews, test administration workshops, and item writer trainings. All finalized project deliverables must be submitted to CDE on a quarterly basis, including minutes, participant lists, item development plans, meeting packets, training materials, security reports, preliminary item analysis reports, technical reports, detail and aggregate data files, and any other project deliverables identified in this proposal (see Appendix 2, Checklist of Major Project Deliverables).
- c. Monthly Progress Reports -- Monthly progress reports must be produced noting progress on all relevant tasks and activities. The progress reports must describe major project deliverables completed, reflect all tasks identified in the invoice, and note any discrepancies, unanticipated outcomes or problems. An original monthly progress report, signed by the CAHSEE Administration Project Manager, and a copy must be submitted with the monthly invoice specified in Sections 6 and 7.1 of this RFP.
- d. Web-based Project Calendar -- An annual CAHSEE Project Calendar must be produced and maintained on the Internet and housed on the Contractor's own web server. At a minimum, the project calendar shall display all deadlines related to ordering, shipping, and returning CAHSEE test materials, as well as the testing dates and other key dates for activities such as the Pre-ID process, data correction windows, individual score report and aggregate report shipping dates, and test administration workshops.
- e. Other Meetings -- Periodic reports (oral and/or written) shall be made to SBE or its staff, CDE's technical advisory group, or other groups as required by CDE. For the purposes of this project, at least twenty (20) other meetings per year in Sacramento must be planned and budgeted.
- f. Report Specifications -- All reports submitted to CDE must include the full text and appendices containing all relevant tabularized materials. All reports (preliminary and final versions) and all electronic deliverables must be provided

in both a PC compatible format and a PDF version suitable for web posting. Data files must be delivered as tab-delimited text files with an accompanying text file layout indicating column or field names and brief descriptions. A standard word processing original of documents must be submitted along with standard spreadsheets for any tables or technical appendices.

3.2 Item Development

The CAHSEE is a criterion-referenced examination and, as required by law, is aligned to the California ELA and mathematics academic content standards reflected in SBE-approved test blueprints (revised July 9, 2003). There has been careful documentation of the standards on which the exam items are based. The alignment between specific California academic content standards and specific exam items must be precise. The items for the CAHSEE must be valid and reliable measures of student achievement on the academic content standards identified on the approved test blueprints. The items used on the CAHSEE must show no statistically significant signs of bias toward or significantly disproportionate impact on any subgroup.

In item development, the constructs for the ELA and mathematics items must be clearly defined and well documented in order to test the appropriate knowledge and skills. For example, clear and simple language should be used in the development of mathematics test questions.

The item review process for content coverage and alignment to standards must be conducted with content experts who are familiar with California's academic content standards for ELA and mathematics. Content experts shall include California teachers of mathematics and English as well as postsecondary subject-matter experts from among California's colleges and universities. Sensitivity reviews must be conducted to detect and remove any sensitive materials from the CAHSEE. Use of sensitivity reviews is a common testing practice that addresses Standard 7.4 of the *Testing Standards*. The CAHSEE must be unbiased in full consideration of California's diverse population.

Continued item development is required to maintain equilibrium of the item bank for future test administrations (see Appendix 1).⁴ Field testing of items developed under the 2001-2004 CAHSEE contract and creating new CAHSEE items must be done to maintain item bank equilibrium. An inventory report must be provided at least every six months that shows the number of items available for use by strand and content standard, items needed by strand and content standard in the next year, number of items field tested and approved for use in the prior six months, and total items by strand and content standard (excluding released items) in the item bank.

The item development task requires generating new items based on the CAHSEE blueprints approved by SBE; revising and maintaining test specifications that incorporate the approved test blueprints and identify the constructs being measured; conducting item reviews for content and construct alignment to blueprints, technical quality, and identification of sensitive materials; implementing field tests; conducting analyses and reporting field-test results; maintaining and updating an electronic item

⁴ Appendix 1 contains the plan for Long-Term Utilization for the CAHSEE presented to SBE in November 2003.

bank; and implementing item security measures throughout the item development process, test administration, and item storage/maintenance processes. This section of the Technical Proposal must describe how the bidder will address all the tasks and activities specified below.

- a. Item Development Plan - This section of the Technical Proposal must include a plan and timeline to develop and field-test items in ELA and mathematics that conform to SBE-approved test blueprints and any later approved blueprints. The CAHSEE blueprints for ELA and mathematics can be found on the Internet at: <http://www.cde.ca.gov/statetests/cahsee/admin/admin.html>.

The proposal must include the overall timeline, a description of the process, and a list of personnel required for all item development activities. An item development plan shall be delivered annually that summarizes activities completed including the number of accepted items developed, a projection of completion of items to meet obligations, and the activities to occur. The plan also will provide a timeline of events, including all content and sensitivity review meetings, coordination with Statewide Pupil Assessment Review (SPAR) panel meetings, item writer training, item review schedule for CDE staff, writing task field tests, and any other substantive item development activities.

The proposal must specify a comprehensive item development plan that adheres to the following rules as outlined in Appendix 1:

1. *Test Development Needs for CAHSEE* Each school year, five operational test forms and one emergency form must be developed and produced using items from the CAHSEE item bank or new items. If the emergency form is used, then a replacement emergency form must be developed within the same school year.
2. *Item Reuse, Release, and Retirement from the Item Bank* The proposal must specify that:
 - Items used on operational forms must remain unused in the item bank for approximately three years.
 - Items selected for release to the public must be marked in the item bank and cannot be used on future operational test forms of the CAHSEE.
 - At a maximum, 25 percent of operational items used on one form for the census administration must be released annually. Approximately, 18 to 20 items per year per subject area must be released to the public with information about the content standards that were assessed and the answer key must be provided.
 - All writing tasks for all administrations are to be released annually.
 - Items must be retired from the item bank after being used on operational forms five or six times with suitable intervals of resting in the item bank.

3. *Item Bank Equilibrium* The proposal must specify the process to be used to maintain item bank equilibrium. The item bank for CAHSEE mathematics items, at equilibrium, must contain four to five times the number of items annually required for building mathematics operational test forms. The item bank for CAHSEE ELA items, at equilibrium, must contain five to six times the number of items annually required for building ELA operational test forms.
 4. *Anchor Set Model* The proposal must specify the anchor set model to be used. The number of anchor or linking items must not exceed 25 percent of total operational items.
- b. Test Specifications – This section of the Technical Proposal must describe the process for maintaining and updating the CAHSEE test specifications. Test specifications must be maintained and include the academic content standards and constructs to be measured by each item developed, number of items to be tested according to the test blueprints, a detailed description of the specific content to be tested for each standard, and technical characteristics for items to be developed. The test specifications must be revised if SBE approves changes to the test blueprints. CDE must be given 15 working days to review any proposed revisions to the test specifications before submitting to SBE for final review and approval. The capability to make adjustments to the test specifications is required, including making appropriate technical adjustments to ensure comparability over time for given cohorts of students. Test specifications and all revisions must be included in the CAHSEE Technical Digest (see Section 3.5.3.g of this RFP).
- c. Creation of New Items – This section of the Technical Proposal must detail the process for the development and review of items, with a timeline that includes all steps necessary to obtain usable items with excellent technical characteristics. The items must be valid and reliable measures of student achievement in the designated academic content standards and must show no statistically significant signs of bias toward any subgroup. The proposal must reflect the bidder’s knowledge of all aspects of item design and item characteristics, including the latest rigorous psychometric and empirical findings. The principles for test development in the *Testing Standards*⁵ must be adhered to in all aspects of CAHSEE administration.
1. The proposal must specify the number of new items to be developed, field tested, and entered into the CAHSEE item bank. The proposal must recognize the attrition of proposed items throughout the development process. The estimated survival rates for multiple-choice items based on past experience with the CAHSEE is approximately 70 percent mathematics items are usable after all reviews and field testing, and approximately 75 percent of ELA items are usable after all reviews and field testing.

⁵ All references to *Testing Standards* are to the *Standards for Educational and Psychological Testing* (1999) jointly produced by AERA, APA and NCME.

2. The proposal must describe how item writers will be selected and trained, and where and when the training will be conducted. To ensure content knowledge, the minimum qualification for any item writer for the CAHSEE must be a bachelor's degree in either English or mathematics. The qualifications and item writing experience of all CAHSEE item writers must be documented in writing.
 3. The proposal must describe guidelines for the work of item writers. These guidelines must address the constructs to be measured and all content standards to be included on the test blueprints. Guidelines must be produced that provide clear qualitative item-writing criteria for use by the item writers. These guidelines must refer to and be consistent with Education Code Section 60614, which prohibits items that solicit or invite disclosure of a student's or his or her parents' or guardians' personal beliefs or practices.
 4. The proposal must describe the process for ensuring there is a direct, identifiable link between the standard being tested and the test item. An internal review of all items must be implemented that evaluates each item against the academic content standards and test specifications. This review must occur prior to any reviews by external review committees, including the content, technical quality, sensitivity reviews, and the SPAR panel specified in Section 3.2.d of this RFP. Items that do not pass these reviews or meet the *Testing Standards* for eliminating sensitive materials as judged by CDE must be returned to the item writers, be revised by content specialists and field tested, or be discarded. Even though an item may be ultimately unusable for the CAHSEE, once field tested it will remain the property of CDE as set forth in Sections 3.2.f and 7.4 of this RFP.
 5. The proposal must indicate that all items will meet technical criteria established in *Testing Standards* for high-stakes tests. Required technical analyses are specified in Section 3.5.2 of this RFP.
- d. Item Reviews for Content Alignment and Sensitive Materials – This section of the Technical Proposal must describe the item review process for content alignment and sensitive materials. New and revised items must undergo comprehensive review before being field tested. The review must, at a minimum, include a content review panel, a sensitivity review panel, CDE review, and SPAR review. The primary task of the content review panel is to ensure alignment of items to the academic content standards identified in SBE-approved test blueprints. Content review is critical to test validity, therefore a minimum of 18 (3 tables of 6 reviewers) item reviewers per subject area must be attained for an item review to proceed. The primary task of the sensitivity review panel is to ensure identification and elimination of “language, symbols, words, phrases, and content that are generally regarded as offensive by members of racial, ethnic, gender, or other groups, except when judged necessary for adequate representation of the domain” (Standard 7.4, p. 82, *Testing Standards*).

The SPAR panel is required to ensure that the tests and test items conform to the requirements of Education Code Section 60614. SPAR panel membership is defined by Education Code Section 60606: three members are appointed by the Governor, one by the Senate Committee on Rules, one by the Speaker of the Assembly, and one by the Superintendent of Public Instruction. The SPAR Panel has the final formal review prior to inclusion of items on test forms, either as field-test or operational items.

1. The proposal must specify the timing of each activity relative to item development and review, the recruitment and selection process for the reviewers involved, and the methods and procedures for incorporating input including the findings from required reviews into the item selection process.
 2. The proposal must describe a method for recruiting additional panel members as needed to augment the current pool of reviewers, the training for the panels, a description of the work the panels will do with a timeline, and a description of how each panel will conduct its work. CDE will provide the current list of reviewers. All new panel members recruited must be reviewed and approved by CDE. Reviewers are not paid honoraria, but shall be reimbursed by the successful bidder for travel, lodging, and per diem in accordance with state travel rules and rates in effect at the time of the activity. The successful bidder is responsible for reimbursing school districts for substitute costs for teacher participants. CDE staff observes item reviews, so all reviews must be conducted in Sacramento and none may be conducted outside the state of California.
 - a) The proposal must describe how all logistics related to item reviews shall be arranged.
 - b) The proposal must provide a process or processes for the review of items with respect to identification of constructs being measured, technical quality, sensitivity, and alignment to the State content standards identified in SBE-approved test blueprints. This process must include selection of appropriate review panels with content expertise and/or applicable knowledge and experience to assess technical quality or to judge sensitive materials.
 - c) The proposal must include in the item review schedule the review of all test items by the SPAR panel to ensure that the CAHSEE conforms to the requirements of Education Code Section 60614. The item sets to be reviewed by SPAR must be delivered to CDE headquarters. CDE covers the expenses for the SPAR panel meetings that take place at CDE headquarters, but all costs associated with preparing and delivering the item sets are the responsibility of the successful bidder.
- e. Field Testing -- This section of the Technical Proposal must provide a plan for field testing all new multiple-choice items with details regarding sampling, timing, and number of items to be field-tested per administration. The proposal

must describe the overall field-test plan needed to proportionally populate the item bank with respect to the number of items per content standard on SBE-approved test blueprints. All new multiple-choice items must be field-tested during each operational administration of the CAHSEE and only following content, technical quality, sensitivity, CDE, and SPAR panel reviews. All multiple-choice items must be field-tested on a statistically sufficient minimum number of students.

This section of the Technical Proposal must provide a plan for field-testing writing task items, with details regarding sampling, timing, and number of items to be tested per field test. All new writing task items must be field-tested independently of the operational administration. School district participation in field-testing of writing task items is voluntary. This plan must describe a detailed process for field-testing new writing task items during the school year and identify how this process will be repeated over the entire contract period.

When separately field testing the ELA writing task items, multiple forms with different prompts and reading passages must be used. Over the period of the contract, sufficient writing tasks must be developed and field tested to maintain equilibrium of such items in the item bank. The field testing of writing task items for the operational test forms must be implemented in a manner that minimizes the burden on schools and students.

- f. Maintenance and Updating of the CAHSEE Item Bank -- This section of the Technical Proposal must describe a plan and timeline for reviewing the current item bank. The item bank for the CAHSEE will be delivered as a database, including graphics, using *Microsoft Access* or an equivalent software program determined by CDE. The current item bank and its file structure will be made available to the successful bidder. All items must be prepared and entered into the CAHSEE item bank.

The electronic item database must be delivered to CDE using CD-ROM/DVD technology. New items must be delivered and the item bank must be updated every six months during the contract period. The final item bank will be due to CDE by July 15, 2007 and the electronic deliverable must contain all items previously developed as well as new items developed during the contract period. The proposal must include sufficient detail to demonstrate the bidder's capacity to carry out this task. The proposal must specify that the electronic item bank database must contain the following information for each item developed for ELA and mathematics:

1. Each item must have a unique identifier that is consistent with the item identification system currently in use.
2. The graphics for any item included in the item bank must be provided as separate files that can be referenced from the item bank. Graphics for items may include passages, art and other large objects. All item-associated graphics must be provided as a separate collection with file names uniquely related to the specific test item. The graphics must be sufficient for use in production of test booklets.

3. The electronic item bank must contain all reading passages, writing prompts, artwork, stems, distractors, form identifiers, and item keys. All copyright permissions must be provided along with the date of expiration, if any, for usage.
 4. The electronic item bank must identify item histories; including all field-test dates, all operational test administration dates, and all required item statistics for each administration, including all response choice percentages, biserials and point biserials. All item statistics must be entered into the item bank database and an updated version must be provided to CDE at least twice a year: by July 15 for the February, March, and May administrations and by December 15 for the September and November administrations.
 5. The item bank must provide a minimum of two fields to indicate the reason for removing items from the active database (e.g., public release as a sample item) and the date the items were removed. These fields must allow for changes over time. CDE must be able to identify whether and when an item has been released or used in subsequent administrations.
 6. The item bank must include an adjunct-writable table (database) that is linked to each item. The table must be expandable so that additional reportable fields can be included. This will only be used by CDE to insert comments into the item bank.
- g. Copyright -- Sample test items for each test form must be submitted to the U.S. Copyright Office on behalf of CDE. CDE shall maintain an account to pay for copyrighting items and test booklets. CDE shall provide the successful bidder with the appropriate account information for payment of the copyright registrations of the CAHSEE test forms. (See Section 7.4 of this RFP for Contractor requirements related to copyright).

3.3 Test Administration

The current test contractor will conduct the next three test administrations (February, March, and May 2004) of the CAHSEE. Beginning in September 2004, the CAHSEE will be administered five times a year in accordance with the testing dates and scheduling guidelines established by the Superintendent (currently February, March, May, September, and November, subject to change).

Each test administration consists of pre-identification, data verification, ordering, packaging and shipping of all test materials, retrieving of all test materials, scoring, reporting of results back to students after each test administration within the statutory eight weeks, and providing aggregate results as well as detail files for annual release of results and accountability calculations for API and AYP. Pre-identification allows school districts the ability to provide electronic data that can be used to record demographics, California School Information Services (CSIS) identification, student name, school and sorting data, and other information for later use in imprinting answer documents and allowing for efficient distribution of answer documents. A data file is to be available electronically to school districts at the same time that

student score reports begin shipping to school districts, so that school districts can order test materials for subsequent administrations in a timely fashion. Aggregate reports to schools, school districts, counties, and the State are due no later than four weeks after the release of student reports.

Test administration includes test form development and construction; design and production of all testing materials as well as training; packaging, distribution and retrieval of testing materials; and test security measures at all stages of development and administration. Scoring, analysis, and reporting are all components of test administration, but given the magnitude of these tasks, they are included in subsequent sections. This section of the Technical Proposal must describe how the bidder will address all the tasks and activities specified below.

- a. Test Administration Plan -- This section of the Technical Proposal must include a plan to develop test forms, produce test booklets, and carry out all other activities associated with the administration of the CAHSEE. The CAHSEE will be administered to all eligible pupils and adult students as defined in the CAHSEE Regulations. The proposal must include the overall timeline, process, and personnel, including subcontractors required for test administration, and describe the specific steps for implementing this testing program. The proposal must reflect the successful bidder's high-stakes test administration experience and knowledge of technical, theoretical, and empirical considerations affecting test development and construction of comparable forms.
- b. Test Form Development -- This section of the Technical Proposal must describe the form development process to be used, including the timeline and any subcontractors involved. The successful bidder is responsible for all aspects of test form development. As specified on SBE-approved test blueprints, the CAHSEE operational form consists of 80 multiple-choice items on the mathematics portion and 72 multiple-choice items and one writing task on the ELA portion. Each form must have embedded multiple-choice, field-test items and anchor or linking items for equating test forms across test administrations.
 1. The proposal must confirm that the test length and composition will accurately reflect SBE-approved test blueprints when test forms are created.
 2. The proposal must describe the item selection system to be used for test form development. The bidder must demonstrate sufficient human resources and software capability to facilitate the selection of test items for operational CAHSEE forms using Item Response Theory (IRT) parameter and classical item analysis (including distractor analysis) values. Item selection shall be based on matching target test characteristic, test information, and test standard error curves in addition to meeting content requirements and constraints. Software used in test item selection must demonstrate the relationship of CAHSEE bank items to CAHSEE scale scores, and demonstrate the effects of substituting individual items on the test characteristic, test information, and standard

error curves for proposed operational forms. These procedures must be used continuously for test item selection for the CAHSEE.

3. The proposal must provide a detailed description of the development of new CAHSEE test forms for each operational administration to be performed under this contract. The number of operational test forms, including both ELA and mathematics, developed over the period of the contract must be at least 15 per subject area (15 test administrations from September 2004 through May 2007). Five emergency forms must be created and held in reserve throughout the contract period. If an emergency form is used, then it must be replaced, so that five emergency forms are maintained in reserve. Any unused test forms are the property of CDE and must be turned over to CDE by the end of the contract.
 4. The proposal must provide for the development of special versions, including large print and Braille versions for visually impaired students for ELA and mathematics test forms. A CD-ROM version of the ELA and math forms must be produced for students with disabilities who need this accommodation or modification. Only one Braille and one CD-ROM version is to be produced for the February, March, and May administrations. A second version is to be produced for the September and November administrations for students who did not previously pass.
 5. The proposal must ensure that test form development provides for year-to-year comparability of tests and results. The proposal must describe the comparability plan and indicate technical specifications that reflect the bidder's knowledge and experience with the most current research available about comparability.
 6. The proposal must specify and describe the process for linking test forms for purposes of scaling and equating across administrations of the CAHSEE. The linking process must emphasize technical quality near the passing score.
 7. The proposal must describe the plan for producing sufficient versions of each test form with embedded field-test items to meet the requirement for item development. Within any test administration (e.g., March 2005), each test version will consist of the same operational items and the same number of multiple-choice, field-test items. For each test administration, the proposal must specify the number of versions of the operational forms that will be created to field test the required number of multiple-choice items (12 field-test items for mathematics and 7 field-test items for ELA). The field-test items must vary across versions. Note that the February and March test administrations will have the greatest number of test takers because of the requirement for census testing in tenth grade. Therefore, the number of test versions must vary across test administrations and the proposal must reflect this consideration in the plan.
- c. Test Form Construction -- This section of the Technical Proposal must describe the process to be used, the timeline, the personnel, and any subcontractors that

would be involved in test form construction. The successful bidder is responsible for all aspects of test form construction, including, but not limited to, the development of test form planners which, at a minimum, include item code, item key, biserial and point biserial for each answer option, proportion of students responding to each answer option, identification of content standard to be tested for each item, identification of linking items, and position of each item in the form for each operational item in the test booklet. The proposal must include a plan and timeline to design, lay out, and produce camera-ready copies of test booklets while allowing for at least 15 working days for review and approval by CDE prior to printing deadlines.

1. The proposal must address construction of the mathematics test booklet using the following information. The mathematics test must be given on one day. The operational mathematics test booklets must consist of only multiple-choice items. Each printed test booklet must contain the number and type of operational items specified in the test blueprint and approximately 25 percent will be anchor items. Each test booklet must contain exactly twelve (12) embedded field-test items. Each test booklet must be separated into two sections to allow for a secure break in testing. Color coding may be used to separate each section. An outside seal must enclose both sections of the test booklet and an inner seal must hold fast the second section. In the mathematics booklets, the field-test items will be embedded within their respective content strands (e.g., Number Sense).
2. The proposal must address construction of the ELA test booklet using the following information. The ELA test must be given on one day. The test booklet must contain the number and type of items specified in the test blueprint and approximately 25 percent must be anchor items. Each test booklet must contain exactly seven (7) multiple-choice, field-test items.
3. No writing task field-test items may be included on any operational test (see Section 3.2.e of this RFP for the writing task field test).
4. The proposal must address the following issues in constructing CAHSEE test forms.
 - a) Multiple versions of each test form must be produced to accommodate field-testing of new multiple-choice items during each administration. The position of multiple-choice, field-test items must vary from test administration to test administration.
 - b) Test booklet length for the ELA and mathematics portions of the CAHSEE must accommodate the number of items to be included on the test form as specified above.
 - c) The font size for regular booklets must be at least 12-point and for large-print must be at least 20-point.
 - d) Used and unused test booklets must be destroyed in a secure manner within 30 days after each test administration.

- d. Answer Document -- This section of the Technical Proposal must provide a plan to produce and distribute answer documents for each test administration. The proposal must describe the plan for reviewing and revising the answer document annually. The same answer document must be used from September through May test administrations, so that the information reported for the annual results will be consistent. The answer document change process must be synchronized with changes in the Pre-Identification (Pre-ID) process.
1. Answer documents must be separate from the test booklet. The answer document must be developed and printed for each portion of the CAHSEE given during each test administration.
 2. Answer documents must be scannable, provide space for responding to the writing task, and all pages must be linked physically. If the school district has elected to use the Pre-ID process, the answer document must show student name, CSIS identifier, and other identifying information to allow test administrators to correctly distribute the documents to students.
 3. Answer documents must provide space to collect demographic and identification data. All answer documents must contain either a pre-printed unique student identification number or a “bubble-in” or other method of entry that meets the requirements of Education Code Section 60900.
 4. The processing of answer documents must allow data from all test portions (i.e., math and ELA completed by a single student) to be linked in the data file for each test administration.
 5. All answer documents, batch forms (e.g., “header” sheet), or any other related forms must be reviewed and approved by CDE before the initial test administration in which they will be used.
 6. Used answer documents must be maintained in a secure storage area for at least 12 months after the test administration. Written approval must be obtained from CDE’s CAHSEE Administrator or designee prior to removal and destruction. Image storage may be used for the writing task answer documents.
- e. Design and Production -- This section of the Technical Proposal must include a plan and timeline for the design and production, as well as review and approvals by CDE of all materials necessary for test administration, document control, and communication with school districts. A list of some project deliverables can be found in Appendix 2, Checklist of Major Project Deliverables.
1. The proposal must specify the production of large print and Braille versions of the ELA and mathematics test forms. There must be one special version of the test form converted to large print for each test administration, including all field-test items for that version. Only one form for each subject area will be converted to Braille for the February, March, and May test administrations, and then a second Braille form will be converted for each subject area for September and November test

administrations. The Braille version shall not include field-test items. The proposal must allow for producing an increasing number of Braille forms up to as many as 300 by 2007 (there are approximately 100 students per grade level tested who may need the Braille form). Working directly with school district testing coordinators, the numbers of special versions of test forms to be ordered must be identified for each test administration.

2. The proposal must specify the production of a CD-ROM and/or DVD for each test administration to accommodate those students with disabilities who have an Individualized Education Program (IEP) or Section 504 plan that requires such an accommodation or modification. There would be only one CD-ROM and/or DVD special test form version produced for each test administration. The number of CD-ROM and/or DVD special version test forms that will be needed must be identified for each test administration.
3. The proposal must specify the development and production of a special versions test administrator's manual with instructions to accompany all special test form versions, including the large print, Braille, and CD-ROM and/or DVD special versions. The manual must be printed twice each year: once for February, March, and May test administrations, and once for September and November test administrations.
4. The proposal must describe the development and production of test administration support materials. The proposal must include a plan for producing documents to support school districts in test administration including, but not limited to, a test administration manual with instructions for test administrators, a school district testing coordinator's manual, and a test site coordinator's manual. These documents must be produced twice each year: once for February, March, and May test administrations, and once for September and November test administrations. These documents must be printed and distributed before each test administration to school districts that place orders for test materials. The proposal must specify the production of PDF versions of all test administration support materials and posting on the successful bidder's CAHSEE Web site with a link to CDE's CAHSEE Web site. CDE must review and approve these documents before distribution to school districts and posting on the Internet. At least 20 working days must be allowed for CDE's review and approval prior to distribution.

- f. Test Administration Training and Materials -- This section of the Technical Proposal must describe the development, production, and dissemination of training materials to school districts to assist in the administration of the CAHSEE. Instructional support materials must also be developed, produced, and distributed to school districts. CDE approval must be obtained in advance for all training and materials to be delivered to school districts or posted on the Internet. CDE must be given 15 days to review and approve all written training materials, and 20 days to review other media (e.g., videotape, DVD, or PDF files) prior to production and distribution.

1. The proposal must include the development and presentation of at least five (5) regional test administration workshops annually. The target audience is the school district testing coordinators responsible for the CAHSEE. These workshops must be delivered in the late fall in preparation for the census test administrations in February and March. The first workshop must be held in Sacramento and the other locations must be approved by CDE. The proposal must describe any materials to be used, present a timeline, and identify the personnel and any subcontractors required to conduct the workshops.
 2. The proposal must include the development, production, and distribution of a test administration training videotape and/or DVD annually accompanied by a paper copy of the script. The script, production, editing, and distribution of approximately 600 copies of the videotape and/or DVD, and distribution to all school districts that serve eligible CAHSEE pupils and adult education, is the responsibility of the successful bidder. Annually beginning in the summer of 2004, a script to incorporate all significant changes in test administration must be created and edited, the videotape and/or DVD must be reproduced, and then distributed in conjunction with the test administration workshops described above.
 3. The proposal must address the design and production of paper copies and PDF versions for the Internet of all instructional support materials, including, but not limited to, released test questions and other associated training and support materials. After CDE approval, the PDF versions must be posted on the successful bidder's CAHSEE Web site and two electronic copies must be provided as deliverables to CDE.
- g. Data Management, Processing, and Correction Systems -- This section of the Technical Proposal must describe the data base systems that will be developed and used for the CAHSEE. The proposal must describe the development of an efficient data management system to facilitate all aspects of the CAHSEE administration. There must be data systems in place for the following activities:
- Pre-identification (Pre-ID) with an edit check and the ability for a school district to obtain summary reports and make corrections (see Section 3.3.h of this RFP)
 - Data verification for all school districts with eligible pupils or eligible adult students (see Section 3.3.j.2 of this RFP)
 - Ordering, shipping, tracking, and retrieval of all CAHSEE materials (see Section 3.3.j of this RFP)
 - Data correction after each test administration, including the ability to make mass corrections to (e.g. via CD-ROM and online global changes) allow districts that are delayed in corrections to provide detail files after normal deadlines so that reporting for the majority of the State is not delayed (see Section 3.3.i of this RFP). This data detection and correction

system should be thorough and detect all errors, including those arising from answer documents totally completed by manual processes.

- Electronic item bank (see Section 3.2.f of this RFP)
- Scanning, scoring, and reporting system (see Section 3.5 of this RFP)

The proposal must identify any commercial off the shelf (COTS) system, including release level or version, to be used for the CAHSEE. For every data processing system that is not a COTS, a data dictionary must be established, maintained, and submitted to CDE and shared with the independent evaluator. The data dictionary must include, but not be limited to, the names and descriptions and codes related to every data element in the processing system.

Pre-edit checks must be conducted on all data that will be used to produce Pre-ID files, individual student reports, aggregate reports, and detail files.

A test system must be provided and an access code must be given to CDE to view all online data management systems that would be seen by school districts.

- h. Pre-Identification (Pre-ID) System -- This section of the Technical Proposal must provide a plan and timeline for development and implementation of the Pre-ID data processing system for each administration. The Pre-ID process description should address data uploads of district student files in various formats including fixed length and the use of spreadsheet templates (*Excel*). The Pre-ID system must include an error detection and correction process. The Pre-ID system must allow for the imprinting of answer documents with student identification data and required demographic information. There must be an error detection and correction process that assures correct and complete codes. The system must include flagging errors and omissions. A feedback system that districts can invoke showing remaining needed corrections must be described. The database fields must be aligned to field locations as described in CDE's required Pre-ID layout and must include all fields required in CAHSEE Regulations and in Education Code Section 60855 for the independent evaluation. CDE may change the Pre-ID file layout up to twice a year.

The proposal must specify a process to collect demographic information for eligible pupils and adult students in school districts that do not use the Pre-ID system.

Education Code Section 60900 requires school districts to maintain and provide student data, including a unique pupil identification number to be identical to the pupil identifier developed pursuant to the California Student Identification System (CSIS). The proposal must describe how errors in the Pre-ID process will be reported to school districts if duplicate CSIS student identifications appear for a given district. The only exception is for adult education students, where the CSIS ID may be blank. Any valid unique CSIS ID must be included in all detail files that are sent to school districts, the independent evaluator, and CDE.

- i. Data Correction Process for Each Test Administration -- This section of the Technical Proposal must describe the data correction process to follow each test administration. A data correction window must be provided after each test administration to allow school districts to update demographic data in a secure manner for the current and all prior test administrations in a school year (i.e., July 1 through June 30). The proposal must describe how aggregated information will be presented to school districts, in a secure manner, so demographic errors can be identified and corrected. A means to easily identify and correct errors in demographic data must be identified and used. For example, answer documents that had no response on a given demographic field should be correctable. A global change process must be provided by the data correction system. The proposal must indicate the submission of a detail file prior to August 1 each year to be used for AYP purposes, and the date a final file will be submitted after the final correction process (see Section 3.5.3.c of this RFP). The proposal must indicate completion of a final detail file, aggregate files, Internet screens (ASP), and a SQL server database that will allow CDE to post the annual results directly in the DataQuest system. A final detail file, containing records for students in the district, must be sent to each district concurrent with the submission to CDE of the final detail file.
- j. Test Materials Ordering, Packaging, Distributing, and Retrieving System -- This section of the Technical Proposal must describe the system for ordering, packaging, distributing, and retrieving all CAHSEE materials. The successful bidder is responsible for all arrangements including personnel, subcontractors, and costs associated with obtaining orders from school districts, packaging, distributing, and collecting CAHSEE materials. There must be a 100 percent accounting of all test booklets and answer documents using the latest technology for tracking testing materials. The proposal must include a plan and budget for a 10 percent overage to every test site testing and a 5 percent overage to every school district that serves eligible pupils and eligible adult students (approximately 620, including “independent” charter schools).
 - 1. The proposal must provide a plan that describes the processes, procedures, strategies, and timelines for obtaining orders from all school districts serving eligible CAHSEE pupils and adult education students, ensuring correct deliveries at all sites. All materials must be shipped directly to school district testing coordinators. The school district testing coordinators are responsible for secure distribution of all test materials to the appropriate test site coordinators (see *CAHSEE Regulations, Section 1209, District Coordinator Responsibilities*).
 - 2. The proposal must identify the data verification process to be used to verify the school district testing coordinators who are responsible for CAHSEE and to identify the school districts selected testing dates and order quantity for testing materials. Each charter school must be asked annually if it is to be considered “independent” for the purpose of CAHSEE administration. An “independent” charter school must be treated like a school district in all ordering and reporting of results.

3. The proposal must describe a plan for handling special versions of CAHSEE materials. Braille and large print materials as well as CD-ROM/DVDs must be labeled and packaged separately. Special version materials must be included in the same shipment with other testing materials. Special arrangements to retrieve CAHSEE materials must be provided in situations where students with disabilities take the CAHSEE with accommodations or modifications specified in their IEP or Section 504 plan that allow extra time beyond the school day. The Contractor must work with school districts to ensure that eligible pupils who are placed in nonpublic schools have access to the CAHSEE.
 4. The proposal must describe the packaging and shipping process. Shipping of testing materials to school districts must occur in at least two stages. The first shipment must include only non-secure materials such as the school district and test site coordinators' manuals. The second shipment must contain the secure test booklets, answer documents, and other packaging materials and information. School district testing coordinators must be notified via email within one day of each shipment.
 5. The proposal must describe a plan and process to reduce or eliminate excessive ordering of materials by school districts. There is no authority in law for CDE or the test contractor to charge school districts for excessive orders.
 6. The proposal must describe a plan and process to provide school districts with replacement student reports and data files at no charge or at a nominal charge to school districts. Replacement would be done on a limited basis and only for cause, such as reports destroyed in transit by the courier.
- k. Customer Relations System -- This section of the Technical Proposal must describe a plan and a process for providing ongoing support to school districts administering the CAHSEE to ensure local compliance with all test administration requirements. The proposal must identify the data management system that will be used to provide customer support to all school districts in California that will be administering the CAHSEE.
1. A toll-free customer service telephone line must be established and maintained to assist school districts during all phases of CAHSEE administration, including ordering and Pre-ID, shipping and retrieval of all CAHSEE materials, scoring and reporting. The toll-free customer service representatives must be knowledgeable about the CAHSEE program and be able to answer basic programmatic questions while referring policy questions to CDE. The toll-free customer service line must be active Monday through Friday from 7:30 a.m. to 5:00 p.m. Pacific Time (PT).
 2. The proposal must specify the customer service management software that will be used. If the software is not COTS, then the proposal must specify that a data dictionary for the customer relations software that will be provided (see Section 3.3.g of this RFP).

3.4 Test Security

This section of the Technical Proposal must include a detailed test security plan and timeline. The security of all test materials is critical to provide public confidence in the results of this high-stakes exam. The proposal must describe specific procedures to be used to ensure security during the handling of test materials, including, but not limited to: 1) item development; 2) item review; 3) item field tests; 4) test review and standard setting; 5) test administration, including the delivery and collection of materials to, at, and from school sites; 6) secure document processing, handling, and storage; and 7) all other circumstances in which security of tests and test materials is required. The proposal must specifically address how the security of electronic files will be maintained. This section of the Technical Proposal must describe how the bidder will address all the tasks and activities specified below.

- a. Test Security Plan -- This section of the Technical Proposal must describe the plan and timeline for implementing all test security measures. The proposal must specify that only the appropriate personnel with direct responsibilities for item development and review, test development and construction, and test administration will have access to secure test materials.
 1. The proposal must provide a plan for ensuring the security of all test materials, including but not limited to test items, test specifications, and test forms. Booklets and answer documents must be uniquely numbered to account for 100 percent of all test booklets and answer documents. Security measures must be documented for all aspects of item development, item reviews, and test administrations. This documentation must be provided to CDE as part of the monthly progress reports and summarized in the Technical Digest (see Section 3.5.3.g of this RFP).
 2. The proposal must provide a plan for test administration monitoring. The proposal must describe the plan for on-site monitoring of a sample of schools. Monitors must be trained and appropriate background checks must be completed prior to any monitoring visits. On-site monitoring must be completed just before, during, and just after each test administration. The sample of test sites must include schools from all regions of the state and various sizes of schools. The school district testing coordinator at all monitored sites must be provided with a written evaluation of any schools monitored in the school district. The sample size, timeline, personnel, and any subcontractors must be described. On-site monitoring efforts must be summarized and a report must be provided to CDE within ten (10) working days after the administration and must be included in the Technical Digest.
 3. The proposal must describe the process for test administration security and investigations. The proposal must include provisions for security that address various avenues for security breaches, including deliberate attempts, electronic access to information, and accidental breaches and how each instance would be investigated. Investigations conducted must

be summarized and outcomes reported in writing and by email to CDE within five (5) working days of a security breach being uncovered.

- b. Mark Discrimination Analysis -- Erasure analyses must be conducted, including mark discrimination analyses, to detect testing irregularities. The plan must ensure that erasures on all answer documents are identified and analyzed to determine if any suspicious patterns exist. If irregularities are detected, then CDE must be contacted within six (6) weeks of the test administration to consider appropriate actions. The final erasure analysis report must be submitted within eight (8) weeks after each test administration and must include recommended actions.
- c. Test Security Reporting -- A missing materials report and inventory must be delivered to CDE after each test administration. A report of missing materials must be prepared for all test booklets and secure answer documents based on the scanning and checking that is completed during materials check-in. A report for each school with missing materials must be prepared that identifies the number and content. These school reports must be delivered to school district testing coordinators with a district-level summary. A state-level summary that incorporates all district-level summaries must be provided to CDE within ten (10) working days after the completion of check-in of secure materials. For each operational test, check-in and verification of secure materials must be completed prior to the first shipment of results to school districts.
- d. Secure Data Exchange -- The proposal must specify that the successful bidder will coordinate and cooperate with the independent evaluator, the CSIS contractor, and others approved by CDE to exchange data. The proposal must describe how secure data exchange will be managed for CAHSEE.
- e. Confidentiality of Student Results -- The proposal must describe the means by which the confidentiality of individual student results will be maintained within the reporting requirements described. At a minimum, protection of student privacy precludes access to individual student results by anyone or any organization other than the student, the student's parent or guardian, or the school or school district. All procedures must recognize the sensitive nature of individual student information and test scores. The successful bidder also is responsible for producing, using and maintaining all Confidentiality and/or Conflict of Interest forms for all aspects of item development and test administration. Public use data files or data displays cannot include breakdowns with ten or fewer students, but complete records are required for research and for aggregation data files and analyses.

3.5 Scoring, Analysis, and Reporting

The high-stakes nature of the CAHSEE requires the highest standard of quality assurance be applied to all phases of scoring, analysis, and reporting. The proposal must demonstrate the bidder's capacity for efficient, timely, and accurate scoring of test items, analysis of test data, production of reports, and distribution of individual student reports to school districts within the statutory timeline of eight (8) weeks.

The proposal must document the bidder's capability to meet all such timelines. The eight (8) weeks is from the time of retrieval of the ELA and mathematics completed answer documents after each test administration to the delivery of the individual score reports to the school districts.

All exam information, including, but not limited to, raw data from each test administration, test form planners, and any other related materials must be made available to CDE and to the independent evaluator for analysis. All data required by Education Code Section 60855 must be provided for the independent evaluation of the CAHSEE as well as all data required for accountability purposes.

The proposal must document the design and implementation of procedures and processes to score and analyze the CAHSEE test data, and report results of student outcomes for each administration. Procedures to verify the accuracy of all data at every stage of processing must be developed and implemented – from scanning answer documents through producing final reports. This section of the Technical Proposal must describe how the bidder will address the major tasks of scoring, analysis, and reporting, and the associated activities specified in Sections 3.5.1 through 3.5.3 of this RFP.

3.5.1 Scoring

All items must be scored accurately, efficiently, and reliably using acceptable industry practices, such as in-person scoring or online, distributed scoring. The successful bidder is responsible for scoring all students test booklets and implementing quality assurance activities throughout the entire process of scoring, analysis, and reporting. This section of the Technical Proposal must describe how the bidder will address all the scoring and quality assurance activities specified below.

- a. Scoring Plan -- The proposal must specify a plan and timeline for processing and scoring all student responses on the CAHSEE. The process for scoring all student answer documents for multiple-choice and writing task items must be described and the timeline for scoring must be included. The key personnel and any subcontractors that will be involved in this process must be identified. The proposal must demonstrate that the proposed scoring process is valid, reliable, and efficient, given the quick turnaround (8 weeks) for student reports, the multiple test administrations, and the high-stakes nature of the CAHSEE. The scoring plan must indicate a commitment to invite California English teachers to participate in scoring of writing tasks and to use scorers with at least a bachelor's degree in English in the scoring process.
- b. Scoring Process -- This section of the technical proposal must describe the process to be used for scoring. The proposal must describe the process for scanning and scoring all answer documents, which include multiple-choice items and the writing task. A system must be developed and implemented for the scoring of all multiple-choice items using the correct answer key. Materials for scoring the writing tasks must be developed and produced, including, but not limited to, scoring guides, anchor papers, and training materials for readers. Readers must be selected and trained, the scoring sessions must be implemented, and measures must be taken to ensure the validity and reliability

of writing task items, including investigating inter-rater effects. There must be at least two readers for each item with papers receiving non-adjacent scores being read and scored by a chief reader or appropriate designee. The scoring leader must follow protocols for resolving the scores for these papers. The successful bidder is responsible for all costs related to scoring, including paying all readers and scoring leaders, and covering all travel and per diem costs.

- c. Handling Sensitive Writing Task Responses -- This section of the Technical Proposal must describe the process to be used for handling sensitive papers. Sensitive papers are writing tasks that include indications of personal and/or emotional problems including physical and/or mental abuse; potential suicide risk; threats to other persons or intent to harm other persons; or other indications that warrant the need for assistance. Child abuse cases must be reported as specified in Penal Code Section 11166.
- d. Quality Control and Assurance -- This section of the Technical Proposal must include a plan to ensure that all assessment materials are accurately, efficiently, and reliably scored. The proposal must describe the facilities, personnel, equipment, processes, procedures, and safeguards necessary to ensure that all test materials are handled securely, including, but not limited to, answer documents, test booklets, administration materials, and ancillary materials. The proposal must demonstrate that quality assurance and control procedures at all phases of test administration will be provided, especially during the handling and processing of students' answer documents. The proposal must describe the quality control procedures (including machine and data editing procedures) to be used.
 - 1. The proposal must describe the process of contacting the school districts and gathering enrollment verification information, identifying the appropriate students to be tested (Pre-ID), and creating protocols for labeling and completing Pre-ID answer documents. The proposal must also describe the design of information header sheets and other documents and fields that allow answer documents to be correctly processed. The proposal must describe how Pre-ID data will be reported back (e.g., email or secure web reports) to school districts to verify and correct data. While school district participation in pre-identification is on a voluntary basis, the proposal must describe how school districts will be encouraged to use this process to capture the benefits of less costly processes and increased data accuracy.
 - 2. The proposal must build in quality control checks at all phases of production related to scanning student answer documents and creating data files from the results. The proposal must specify quality control measures for the scoring and handling of all items including, but not limited to, verification of the scoring program, editing and resolution procedures for questionable answer documents (e.g., with multiple marks, poor erasures, or incomplete data), scoring of writing task, and combining and aggregating objective response scores with writing task scores at the school, school district, county, and state levels.

3. The proposal must describe how answer documents will be handled to ensure that all test results are correctly attributed to the students, schools, school districts, counties, and/or subgroups for which aggregate test results are obtained. All data processing systems and score reporting programs must be verified to ensure accurate functioning. The successful bidder is responsible for the quality and completeness of all the data.
4. The proposal must describe how the output from scoring programs will be verified to ensure accuracy. After each operational administration, a set of preliminary item analyses must be completed. The proposal must describe the design and conduct of preliminary item analyses based on a large sample of the early answer documents returned. The proposal must document how the possibility of an incorrect scoring key will be identified using industry procedures, such as the use of a test deck of answer documents as well as hand scoring a sample of student answer documents to compare with scanned answer documents. The proposal must indicate how the results of the quality assurance and control processes will be reported to CDE's CAHSEE Manager or designee.

3.5.2 Analysis of Test Results

The successful bidder is responsible for analyzing all student data in order to produce individual student reports that indicate subscores, total scores, and passed/not passed status on both the ELA and mathematics portions of the CAHSEE. Aggregate analyses must be conducted as well to provide reports by grade level and cohort at the school, school district, county, and state levels. Analyses documenting the validity and reliability of the CAHSEE, ongoing item analyses after each administration and field test, and other technical analyses such as scaling and equating that are normally provided when administering a high-stakes examination like the CAHSEE must be conducted and reported. This section of the Technical Proposal must describe how the bidder will address all the tasks and activities specified below.

- a. Analysis Plan -- The proposal must include a plan and timeline to perform all analyses necessary to provide CAHSEE results reporting by grade level at the individual student, school, school district, county, and state levels. A field-test analysis plan also must be included for both the embedded multiple-choice items and the separate administration of writing tasks. Field-test statistics must be delivered to CDE within ten (10) weeks after each test administration.
- b. CAHSEE Scale -- All CAHSEE test items must be calibrated and scored using a one-parameter item response theory (IRT) model.⁶ The scaling must be done separately for ELA and mathematics. The ELA scaling must use an appropriate IRT model and weighting to bring together the multiple-choice and writing task item. The reading and writing portions are weighted 50 percent each. Of the writing portion, the writing task is worth 20 percent and the writing multiple-choice items are worth 30 percent. Student total scores for ELA and

⁶ Currently, the one-parameter model is being used to avoid pattern scoring issues.

mathematics must be based on item parameter estimates and must be obtained using number correct scoring.

Total scores must be placed on the CAHSEE score scale. The current passing scale score is 350. Standard errors must be reported for each scale point. Raw score to scale score conversion tables must be provided to CDE within ten (10) weeks after each test administration in a format that can be posted on the CDE CAHSEE Web site.

- c. Specifications for Calibrating, Scaling, and Equating -- The proposal must describe the development of specifications for calibrating, scaling, and equating the CAHSEE test forms. For the Class of 2006, the 2004 census administration will serve as the base year scale for item parameters and scores. All operational test forms must be equated to this base scale. The proposal must describe the specific steps for developing specifications and implementing the calibrating, scaling and equating requirements. Braille versions of the CAHSEE must be calibrated and scaled separately. After removing items not taken by Braille students (e.g., items with graphics that could not be translated into Braille), the remaining data from all students in the calibration sample will be used to scale the Braille test versions. The proposal must explain how and by when all of the required steps will be complete.
- d. Replication -- This proposal must describe the steps, procedures, and software required for replication of the calibration, scaling, and equating procedures. The replication specifications must be reviewed and updated annually.
- e. Independent Analyses -- The proposal must describe the means by which test data and results will be shared with CDE and the independent evaluator who is responsible for assessing student performance and effects of the examination on students as required by Education Code Section 60855.
- f. Item Analyses -- The proposal must include a plan to conduct final item analyses when all answer document corrections have been completed and incorporated into the data files. The total test population and all subgroups identified in Education Code Section 60855 and in the CAHSEE Regulations must be used for all standard item analyses to provide the following information for each test item by subgroup:
 - total number of examinees responding
 - total number of examinees responding by all required subgroups
 - number and proportion of examinees selecting the correct response as well as number and proportion of examinees selecting each incorrect response option (distractor) for the multiple-choice items
 - measure of item difficulty (delta, a nonlinear transformation of the proportion correct)
 - measure of item discrimination (point biserial for the answer choices; biserial correlation of the item with the test [form] score)

- item fit statistics for the one parameter IRT model
- differential item functioning (DIF) analyses using both Mantel-Haenszel (M-H) and Standardized Mean Difference (SMD) procedures for all subgroups identified in Education Code 60855 for the independent evaluation and in CAHSEE Regulations
- other analyses to evaluate the quality of items and reports, including appropriate statistics for the writing task item and its relationship and linkage to the ELA multiple-choice scores.

Within ten (10) weeks after an item is field tested, a report must be delivered to CDE containing, at a minimum, the item as it appeared when it was field tested; the standard to which the item links; the item key; and, for each answer option, the proportion responding, classical item analysis statistics including the biserial and point biserial, and IRT values including any differential item functioning (DIF) statistics. CDE must have at least 15 working days to review this report and provide feedback. CDE must approve each field-tested item before it can be used as an operational item. All field-tested items must undergo analyses for statistical adequacy as specified in Section 3.5.2 of this RFP.

- g. Summary Analyses -- The following summary analyses must be provided at the conclusion of scoring for each test administration. The proposal must indicate that the following analyses for the ELA and mathematics portions of the CAHSEE will be conducted, including, but not limited to, the following statistics in tabular or graphical forms:
- frequency distribution of test scores for all test takers by subgroups within each grade pursuant to Education Code Section 60855 for the independent evaluation and in CAHSEE Regulations
 - indices of item completion rates
 - descriptive statistics including the mean, standard deviation, minimum and maximum for the total score and by strand/subscore
 - intercorrelations among subscores
 - mean proportion correct
 - measures of accuracy including internal consistency measures (reliability coefficients), standard errors of measurement, and misclassification probabilities
 - mean biserial correlation and mean point biserial correlation
 - other analyses to evaluate the quality of items and reports, including appropriate statistics for the writing task scores and their relationship and linkage to the ELA multiple-choice scores.
- h. Other Requirements -- The proposal must address the following requirements and additional required analyses.

1. The proposal must describe how a psychometrically-appropriate methodology is to be implemented to analyze and report misclassification probabilities with respect to the passing scores for ELA and mathematics. The proposed method must be reviewed and approved by CDE in consultation with its technical advisory group.
2. The proposal must describe the technical requirements that assure that test scores will be comparable across subsequent administrations.
3. The proposal must indicate that additional analyses necessary to support CDE technical activities will be provided, including technical review of all tests, processes, and methodologies by CDE staff.
4. The proposal must indicate that additional analyses will be conducted due to processing errors that may occur and must be corrected to ensure that all results reported are correct and accurate.

3.5.3 Reporting

Reporting by cohort (e.g., Class of 2006) annually is required. Adult education students must be reported separately. The annual results reported to the public on the Internet must be broken down by grade level, and then within grade level by all reported subgroups.

The successful bidder is responsible for producing reports of CAHSEE results at the individual student level as well as aggregate reports by grade level for all schools, school districts, and the state. Individual student reports must be produced and distributed after each test administration. In addition, a detail file and aggregate reports must be produced for the annual Internet posting of CAHSEE results for all test administrations occurring between July 1 and June 30 of each school year. A preliminary and final annual detail data file for all grade 10 students testing for federal accountability reporting purposes must be provided.

Technical reports and interpretation materials must be produced and workshops must be provided for school districts. Exam results and score reports that are clear and easily interpretable by students, parents, teachers, and others must be provided. CDE approval of the form and content of all reports (paper reports, CD-ROM or DVD, or Internet posting) must be obtained prior to distribution.

This section of the Technical Proposal must describe how the bidder will address all the tasks and activities specified below.

- a. Reporting Plan -- This section of the Technical Proposal must provide a plan and timeline for the preparation, production, printing, and delivery of all required reports to the school districts and CDE. The plan must include format and technical specifications, equipment, programs, and other details for paper, CD-ROM/DVD, and electronic (Internet) reporting of results. The plan must address access issues, including media and other public access, to various levels of data and reports. Some reports may need to be computed with and without small group information; public use files cannot include breakdowns of information for subgroups of ten (10) or fewer students. Complete data records are required for research and for aggregation analyses. Student level

information cannot be released to the public, but must be accessible to school districts using CD-ROM/DVD and/or the Internet with password protection and encryption and other security aspects to fully meet state and federal requirements for student confidentiality. Aggregate level reports must be accessible to the public including the media. Aggregate reports will be posted on CDE's Web site. A single aggregate file and ASP pages and a SQL server database for each administration must be provided annually to CDE for posting on CDE's Web site (DataQuest).

- b. Timeline for Production and Delivery of Individual Student Reports -- This section of the Technical Proposal must indicate that reporting of individual student results will be done in accordance with Education Code Section 60851 and the CAHSEE Regulations. Student reports to the school districts must be delivered no later than eight weeks from the retrieval of the completed answer documents for each administration. Processing, scoring, and analysis of data must occur efficiently with great attention to accuracy to ensure that the student reports are correct. Individual student reports must be produced with subscores and total scores for ELA and mathematics with a comparison to the passing score for each subject area. The strands from the respective content areas identified in the test blueprints offer a natural grouping for subscore reports. In ELA, subscore reports for the three reading and three writing strands on the test blueprint must be included on the individual student report. In mathematics, subscores for four strands from grades 6-7 and Algebra 1 from grade 8 must be included with items for the mathematical reasoning strand calculated into the appropriate content strand. Two paper copies must be provided to each school district, so the school district can send each student a paper copy of his or her individual report and maintain a copy locally in the student's permanent record or cumulative folder.
- c. Timeline for Production and Delivery of Data Files for Annual Results Reporting and Grade 10 Detail -- This section of the Technical Proposal must specify that data files will be provided that meet the annual CAHSEE results reporting, and the state (API) and federal (AYP) accountability reporting timeline requirements. CD-ROM/DVDs that contain the data files and encryption software must be provided, so that school districts can generate reports as well as conduct additional analyses (e.g., cross tabulations).
 - 1. The detail file and aggregate reports for the annual CAHSEE results reporting must be produced and delivered to CDE for the annual release of CAHSEE to be posted on DataQuest. The annual results are posted on the DataQuest Web site maintained by CDE at <http://data1.cde.ca.gov/dataquest>. Each school year, a CD-ROM/DVD must be developed and delivered to CDE for posting on the DataQuest Web site. The CD-ROM/DVD delivery must include web pages (ASP) and a SQL server database compatible with current CDE technology used for public reporting. For annual results reporting in October 2004, the successful bidder must use detail files provided by the prior contractor to report results for the 2003-04 school year.

2. The necessary detail data file for the inclusion of the CAHSEE results in the calculations for the Academic Performance Index (API) must be provided.
 3. The necessary detail data file for the inclusion of CAHSEE results in the calculations for Adequate Yearly Progress (AYP) must be provided. An answer document must be scanned for all tenth grade students tested in February, March, and May to determine the CAHSEE participation rate and student scores for calculating annual measurable objectives.
 4. The following timeline with approximate dates is required for delivery of the data files. At least two data correction windows must be provided.
 - The preliminary grade 10 detail data file must be produced and delivered on or before July 10th each year. This file must contain the results of the grade 10 census test administrations in February and March. This data file will be used by DataQuest as a test file for the October annual results reporting.
 - The complete grade 10 detail file is due by August 1 each year and must contain the results for all tenth graders tested in February, March, and May. These results must be posted electronically for school districts to make demographic data corrections prior to the preparation of the final detail file.
 - The first data correction window must be open during the last two weeks in August for school districts to make corrections based on the preview file posted by DataQuest for school district use only.
 - The corrected data files must be delivered to CDE on or before September 20 each year. CDE will then prepare the data files and post on DataQuest about October 1 each year.
 - The second data correction window must be open for about ten working days after the annual results are posted on DataQuest for public access.
 - The final, corrected detail file is due to CDE on or before November 20th each year.
 - AYP posts final results in December based on the final, corrected detail file.
 5. Two CD-ROM/DVD copies of each administration's data must be delivered to CDE for archival purposes and transition to the next Contractor. An electronic copy of all school district passwords must be released to the next Contractor by July 15, 2007.
- d. Timeline for Production and Delivery of Aggregate Score Reports – In addition to individual student reports, aggregate score reports must be produced and distributed after each test administration. This section of the Technical Proposal must provide a timeline for reporting and identify reporting specifications for

the CAHSEE that are consistent with the required score reports identified below. The proposal must address each of the following reports:

1. *School Aggregate Reports by Grade Level* must be produced that include fields for total number tested and enrolled for all categories reported by grade level, school average by strands, demographic performance summary by strands, and a separate roster of individual student performance. The reports must consist of weighted raw scores and scale scores. A paper copy of the school-level reports with summary information and a school roster of individual student scores to each school district must be provided. School districts must distribute these reports to their own schools.
 2. *School District Aggregate Reports by Grade Level* must be produced that include fields for the total number tested for all categories reported by grade level, school district average by strands, demographic performance summary by strands, and a roster of schools' scores. The reports must consist of weighted raw scores and scale scores. In addition to the paper copy of the district-level summary information, a data file with all the school district's school reports must be produced and distributed on a CD-ROM/DVD to each school district tested. Charter schools, that have selected to be independent of the district for CAHSEE testing and reporting, must be reported in the same manner as a school district.
 3. *County Aggregate Reports by Grade Level* must be produced that include fields for the total number tested and enrolled in all school districts and county-run schools in the county by grade level, county average by strands, demographic performance summary by strands, and a roster of all school districts' and county-run schools' average scores. The reports must consist of weighted raw scores and scale scores. In addition to the paper copy of the county-level summary information, a data file with all the county's school districts, schools and county-run schools reports will be produced and delivered on a CD-ROM/DVD to each county office of education.
 4. *State Report* must be produced that includes the statewide averages with all subgroups reported by grade level. The report must also provide an item analysis for the statewide average percent correct by item. A data file with all school district and county reports must be produced and delivered on a CD-ROM/DVD to CDE.
- e. Interpretation Materials and Workshops – This section of the Technical Proposal must describe the materials that will be developed and distributed to assist school districts and others in the interpretation of the individual student reports as well as all aggregate reports. Interpretation guidelines for individual student score reports must be produced. The guidelines should be clear and easily understood by students, parents, and teachers. These guidelines must be made available in hard copy and placed on the successful bidder's CAHSEE Web site. A minimum of three workshops must be conducted annually on topics

and in locations approved by CDE. The workshops will be used for training school district personnel about scoring, reporting, and interpreting results. Released test questions and other support materials also must be disseminated to school districts through these workshops and on the Internet.

- f. Technical Reports on Operational Administrations and Field Testing – This section of the Technical Proposal must indicate the production and delivery to CDE of a technical report annually. A Technical Report must be produced annually that describes all methods and analyses used for calibrating, scaling, equating, item analyses, summary statistical analyses, analyses to assess differential item functioning, weighting, and all other analyses required or proposed. The Technical Report must detail all analyses used for the operational test items and the field-test items. The Technical Report must include a comparison of the characteristics of the current test administration to previous administrations. CDE must be allowed 20 working days to review the Technical Report prior to production of the final copy. The Technical Report must include a section on field-test administrations for multiple-choice and writing task items. The report must include tabular and graphic displays of data to illustrate the characteristics and quality of test scores. The report, to be completed by October 31 each year, must be included in the paper copy of the Technical Digest (see Section 3.6.3.h), and provided electronically to CDE. At a minimum, each Technical Report must address the following topics:
- methods and analyses used to construct the CAHSEE test forms, including all item development
 - reliability and validity of test forms and items
 - inter-rater consistency for writing task scoring and the results of rater effect studies
 - description and analysis of calibration procedure
 - description and analysis of equating procedure
 - model fit and local dependence analyses
 - accuracy of classification decisions
 - other analyses to evaluate the quality of all aspects of item development and test administration.
- g. Technical Digest – This section of the Technical Proposal must indicate the production and delivery to CDE of a Technical Digest annually. A Technical Digest must be produced that documents all aspects of item development and test administration as documentation that the CAHSEE has been developed using acceptable methods consistent with the *Testing Standards*. Some sections need not be reproduced annually, such as the test blueprints, unless there are changes made during that project year. The successful bidder must work with CDE staff to identify all materials to be included in the Technical Digest. Five bound copies of each Technical Digest that includes the annual Technical Report must be submitted to CDE by October 31. In addition to the bound copies, a CD-ROM/DVD with

PDF versions as well as standard word processing original of the text and standard spreadsheet or tab-delimited version of all tables and technical appendices must be delivered. The required contents for the Technical Digest are identified in Appendix 3.

4. GENERAL PROPOSAL INFORMATION

4.1 Bidder Eligibility

Public or private corporations, agencies, organizations, or associations with at least sixty (60) months experience in the development and implementation of large-scale assessments may submit proposals in response to this RFP.

The bidder must be legally constituted and qualified to do business within the State of California (registered with the Secretary of State). Bidders must submit a current Certificate of Good Standing issued by the California Secretary of State (see Section 5.2.2.e). For information and to obtain the certificate, contact the Secretary of State at 1500 11th Street, Sacramento, CA 95814. It may take the Secretary of State's office two weeks or more to process your request so allow sufficient time to obtain the certificate.

With the exception of bidders whose legal status precludes incorporation (e.g., public agencies, sole proprietorships, partnerships), bidders who are not fully incorporated and in good standing by the deadline for submitting proposals shall be disqualified.

If the bidder's legal status precludes incorporation, include a separate paragraph in the cover letter stating clearly the bidder's legal status.

4.2 Definitions

1. "Bidder" shall mean each and every public or private corporation, agency, organization, or association with experience in the development and implementation of large-scale assessments who submitted a proposal by the acceptance deadline.
2. "Academic content standards" shall mean the standards adopted by SBE and included in the exam blueprints for the CAHSEE.
3. "School district" shall mean unified or high school districts, county offices of education, any independent charter school that is not part of the school district or county office of education that granted the charter, and any school chartered by SBE.
4. "Subcontractor" shall mean each and every company selected by a bidder that is anticipated or proposed to perform work in support of the accomplishment of any portion of work described in this RFP.

In addition, for purposes of Disabled Veteran Business Enterprise (DVBE) ONLY, vendors selected to meet DVBE requirements are considered subcontractors. No other vendors are considered subcontractors for any purpose.

5. "Portions of work" shall mean the specific work to be completed by a DVBE subcontractor. Public Contract Code section 10115.12(a)(2) precludes the use

of more than one subcontractor to perform a “portion of work” as defined by the bidder in his or her proposal if a subcontractor identified as a DVBE is to be used for that portion of work. If more than one subcontractor, including any print vendor, is proposed whether identified as a DVBE or not, the bidder must clearly specify in the Cover Letter for which “portions of work” the proposed subcontractors will be used.

4.3 Contract Funding and Time Period

Time Period and Funding

It is anticipated that this contract will begin approximately on or after July 1, 2004 and will be completed approximately on September 30, 2007. The actual starting date of the contract is contingent upon approval of the agreement by the Department of General Services (DGS).

Approval of a contract initiated as a result of this RFP shall be contingent upon funding and program authorization provided to and by the California Department of Education (CDE). Funding is contingent upon state and federal budget allocations for each contract year. The estimated total maximum amount available for this contract is \$52,700,000.00 from both state and federal budget allocations. The estimated maximum amount available for fiscal year (FY) 2004-05 is \$13,830,852.00. Funding for ensuing years is contingent upon budget allocations. Refer to Section 7.1 Compensation.

Non-variable costs are for ongoing operations. Variable costs are for exam booklets and scoring costs. The allocation for test administration is contingent upon continued funding through the annual budget process.

This contract is valid and enforceable and the State is obligated to pay only if sufficient funds are made available by the Legislature for fiscal years 2004-05, 2005-06, 2006-07, and 2007-08. This contract is subject to any additional restrictions, limitations or conditions included in the Budget Act or other statute enacted by the Legislature which may affect the provisions, terms or funding of this contract. If sufficient funds are not made available, the State may cancel the contract with no liability occurring to the State and the Contractor shall not be obligated to perform or the contract may be amended to reflect the reduced amount.

4.4 Cost of Preparing a Proposal

The costs for preparing and delivering the proposal are the sole responsibility of the bidder. The State of California will not provide reimbursement for any costs related to the bidder's involvement in the RFP process, including any travel expenses.

4.5 Bidders' Conference

The bidders' conference will be conducted on January 27, 2004, at 1430 N Street, 3rd Floor, Conference Room 3101, Sacramento, California, from 9:00 a.m. to 10:00 a.m. PT. The purpose of the bidders' conference is to provide a forum for bidders to review the RFP's content and format requirements, ask clarifying questions, receive an overview of the scope of the required work, and meet CDE staff responsible for the CAHSEE program.

Questions may be submitted prior to the bidders' conference as explained in Section 4.6. All questions and answers presented at the bidders' conference will be included in the posting on CDE's Web site and e-mailed as described in Section 4.6.

Cost of travel to the bidders' conference is the sole responsibility of the bidder/attendee and will not be reimbursed by CDE.

4.6 Questions and Clarifications

Bidders may submit questions, requests for clarification, concerns, and/or comments (hereinafter referred to collectively as "questions") regarding this RFP. All questions, including those presented at the Bidders' Conference (Section 4.5), must be submitted in writing. The bidder must include its name, email address and telephone number in its submission. The bidder must specify the relevant section and page number of the RFP for each question submitted. CDE will post written responses to all questions that are in proper form and received by CDE by 12:00 p.m. PT on January 28, 2004. CDE will publish its written responses on CDE's website and will e-mail its responses to all parties that timely submitted an Intent to Submit form. CDE will publish its responses by 5:00 p.m. PT on February 6, 2004.

All questions must be submitted either by e-mail, facsimile or mail (express or standard). Address e-mails to dherron@cde.ca.gov, send facsimiles to Attention: Dana Herron (916) 319-0962, or mail to California Department of Education, Standards and Assessments Division, California High School Exit Examination Office, Attention: Dana Herron, 1430 N Street, Suite 5408, Sacramento, CA 95814.

4.7 Time Schedule

<u>Activity</u>	<u>Deadlines</u>
Request for Proposals Released	January 9, 2004
Bidders' Conference	January 27, 2004 9:00 a.m. to 10:00 a.m. PT 1430 N Street, 3rd Floor Conference Room 3101 Sacramento, CA 95814
Deadline for Questions	January 28, 2004 By 12:00 noon PT Standards and Assessment Division CAHSEE Office Attention: Dana Herron Fax: (916) 319-0962 E-mail: dherron@cde.ca.gov
Intent to Submit Due	January 29, 2004, received No later than 2:00 p.m. PT in the Standards and Assessment Division 1430 N Street, Suite 5408 Sacramento, CA 95814
Q&A Posted on CDE Web site	February 6, 2004 By 5:00 p.m. PT
Proposals Due	February 27, 2004, received No later than 2:00 p.m. PT in the Standards and Assessment Division 1430 N Street, Suite 5408 Sacramento, CA 95814
Proposal Review	March 1 to March 5, 2004
Bid Opening Date	March 8, 2004 10:30 a.m. PT 1430 N Street, 6th Floor Conference Room 6103 Sacramento, CA 95814
Posting of Intent to Award	March 9 to 15, 2004
Contract Start Date	July 1, 2004 (anticipated)

5. PROPOSAL SPECIFICATIONS

5.1 General Requirements

The proposal submitted must comply with all format and content requirements detailed in this section. Each bidder must submit to CDE a Technical Proposal that describes its experience, its qualifications to conduct the required activities, and its approach to completing the tasks. **One (1) original and ten (10) copies of the Technical Proposal, along with all required attachments, must be sealed, marked, and boxed separately from the Cost Proposals.** All Technical Proposals must be clearly labeled on the outside of the envelope or package with the following proposal title:

**TECHNICAL PROPOSAL FOR
CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)
TEST ADMINISTRATION (2004-07)**

Separately, each bidder must submit a Cost Proposal that describes the costs for completing the tasks. **One (1) original and five (5) copies of the Cost Proposal must be sealed, marked, and boxed separately from the Technical Proposals. The Cost Proposal will NOT be opened unless the Technical Proposal has met the requirements of Step I, Part 1 through Part 3.** All Cost Proposals must be clearly labeled on the outside of the envelope or package with the following proposal title:

**COST PROPOSAL FOR CALIFORNIA HIGH SCHOOL EXIT
EXAMINATION (CAHSEE)
TEST ADMINISTRATION (2004-07)**

Do not open before March 8, 2004, at 10:30 a.m. PT

Proposals sent by regular postal service, express courier, or otherwise hand delivered must be directed to CDE at the following address:

California Department of Education
Standards and Assessment Division
California High School Exit Examination Office
1430 N Street, Suite 5408
Sacramento, CA 95814
Attention: Dana Herron

Dana Herron or designee in CDE's Standards and Assessment Division must receive the full submission, consisting of both the Technical Proposal and the Cost Proposal, no later than 2:00 p.m. PT on or before February 27, 2004 in Suite 5408. Transmission by electronic mail (modem/internet) or facsimile (fax) shall not be accepted. It is the bidder's responsibility to ensure that the submission reaches the Standards and Assessment Division in Suite 5408 by the deadline. Sufficient time

should be allowed for the submission to go through the appropriate steps to reach Suite 5408, [(1) check in with security guard in lobby; (2) security guard to phone the Standards and Assessment Division (Dana Herron at 916-319-0348 or CAHSEE main line at 916-445-9449 or Division main line at 916-445-9441) to obtain authorization for bidders or their representatives to enter Suite 5408; and (3) bidders or their representatives to deliver the package(s) to Suite 5408]. CDE staff cannot assist bidders or their representatives in meeting the requirements of this RFP. Proposals received at the address noted above (that is, in the Standards and Assessment Division in Suite 5408) after the time and date specified shall not be accepted and shall be returned to the sender unopened and marked "LATE RESPONSE."

The terms and conditions within the State's proposed agreement as set forth herein are not negotiable. In the event you submit a proposal that in any way deviates, alters, modifies, or otherwise qualifies any of the terms herein, the proposal will be rejected and eliminated from the review process.

NOTICE: SUBMITTED PROPOSALS ARE PUBLIC RECORDS. All Technical Proposals and all related documents submitted in response to this RFP will become the property of the State of California and are considered public records subject to disclosure upon request pursuant to Government Code section 6250 et seq. All Cost Proposals will likewise become the property of the State of California and those that advance to bid opening are considered public records.

Bidders should not submit any matter that they contend constitutes a trade secret. If a bidder determines that trade secret information must be included to be responsive to this RFP, the bidder must clearly identify this information. The identification of this information must be contained in a separate document attached to the cover letter. The document should specify the section(s), page number(s), and lines of text to be redacted, and identify any trade secret material within the proposal that should not be released to the public. The bidder must be prepared to protect the material from disclosure, should that become necessary, and provide CDE with a redacted copy within five (5) working days. Questions regarding the Public Records Act should be directed to your own legal counsel. California law can be accessed online at: <http://www.leginfo.ca.gov/calaw.html>.

5.2 Technical Proposal Sections

Each submission must consist of two separately packaged proposals: a Technical Proposal and a Cost Proposal. All information necessary to judge the technical soundness and the management capabilities of the bidder must be contained in the Technical Proposal.

Bidders are required to follow the Technical Proposal format and content requirements detailed in this section. Bidders must submit a Technical Proposal that addresses in detail all the CAHSEE tasks: 3.1 Maintenance Activities and Project Deliverables; 3.2 Item Development; 3.3 Test Administration; 3.4 Test Security; 3.5.1 Scoring; 3.5.2 Analysis of Test Results; and 3.5.3 Reporting.

The Technical Proposal must be presented in a narrative format demonstrating the ability to meet all qualifications and requirements specified in this RFP. The Technical Proposal must be clearly organized and easy to follow. **ALL pages of the Technical Proposal, including pages with charts, must be numbered sequentially.** The Work Plan must use the section and subsection headings specified in the Scope of the Project. The specific staffing titles for key personnel used in this RFP must be used in the Technical Proposal. Other staff titles may be included as appropriate.

Bidder shall NOT include any budget, price, or financial information in any section or required attachment of the Technical Proposal. Cost information included in any section or in any required attachment to the Technical Proposal will result in automatic disqualification and removal of a proposal from further review. Any dollar figures must be redacted before the proposal is submitted to CDE (e.g., DVBE attachments, letters of agreement from subcontractors).

IF ANY COSTS, RATES OR DOLLAR AMOUNTS APPEAR IN THE TECHNICAL PROPOSAL, THE BIDDER WILL BE DISQUALIFIED.

5.2.1 Required Sections of the Technical Proposal

The bidder must prepare and submit a Technical Proposal that includes all of the following components: Cover Letter, Table of Contents, Work Plan, Management and Staffing, Related Experience of Proposed Subcontractors, Related Organizational Experience and Capacity, References, and all required Attachments. The proposal should be submitted in this order and no additional sections may be included. Do not attach pamphlets, letters of support (except from any proposed subcontractors), or other items that are not specifically requested for the Technical Proposal. **Any additional sections or materials not specifically requested in this RFP will not be reviewed.**

a. Cover Letter -- The Cover Letter must clearly:

1. Present a short summary of the bidder's qualifications and unique strengths related to the size and scope of the CAHSEE program.
2. Acknowledge that the rights to any hard copy/electronic material, report, computer program, documentation for programs, exams, exam items, or other material developed by the Contractor or its subcontractors in connection with this agreement shall belong to CDE.
3. Use the bidder's true corporate name, indicate any fictitious name under which the organization is doing business ("doing business as"), or, in the case of an entity whose legal status precludes incorporation, clearly state the bidder's legal status in a separate paragraph.
4. Identify acceptance of the contract terms and requirements as specified in Section 7 of this RFP. No additional contract terms or requirements may be added or substituted by the bidder and no corrections to stated contract terms and requirements can be made.

5. The authorized representative signing this letter must indicate position title and certify that he or she is authorized to make the offer on behalf of the organization. A copy of the Cover Letter also must be included in each copy of the Technical Proposal submitted.
 6. Identify the mailing address, telephone number, e-mail address, and fax number of the authorized representative who signed the cover letter.
- b. Table of Contents -- The Table of Contents should identify by page number, all the section and subsection headings required in the Technical Proposal, in particular the following sections need to be included in the Table of Contents.
1. Work Plan
 2. Management and Staffing
 3. Related Experience of Proposed Subcontractors
 4. Related Organizational Experience and Capacity
 5. References (5 detailed client references)
 6. Appendices and Required Attachments
- c. Work Plan -- The Work Plan must describe, in detail, the tasks and activities to be undertaken in order to accomplish the purpose of the project and produce the required final products. The Work Plan section of the proposal must include all the following required sections:
- 3.1 Schedule for Project Deliverables and Activities
 - 3.2 Item Development
 - 3.3 Test Administration
 - 3.4 Test Security
 - 3.5.1 Scoring
 - 3.5.2 Analysis of Test Results
 - 3.5.3 Reporting
- d. Management and Staffing -- The Management and Staffing section must include a clear and detailed plan to manage and accomplish the scope of work as specified in Section 3 of this RFP. This section of the proposal must present a plan for the internal management of contract work that ensures accomplishment of the tasks according to the timeline submitted in the Technical Proposal.
1. Effective Management Team -- The Technical Proposal must demonstrate that an effective management team will be established to successfully accomplish the required work. At a minimum, the management team must be composed of at least one full-time CAHSEE Administration Project Manager, one full-time Associate Project Manager for Test Administration, an Associate Project Manager for Item Development, an Associate Project Manager for all Data Correction and Data Processing

Systems, an Associate Project Manager for Statistics, Research and Reporting, and a Fiscal Officer. To be successful, this project requires an effective management system that enables the Contractor to complete tasks on schedule and within budget. The management system must include clearly identified procedures for:

- managing project personnel, subcontractors, and tasks;
- ensuring adherence to schedule and deadlines;
- ensuring high-quality products and outcomes;
- identifying potential problems early and seeking solutions immediately;
- maintaining frequent communication with CDE; and
- monitoring and controlling project expenditures.

2. Staff Organizational Plan -- This section of the Technical Proposal must include a staff organizational plan which identifies staff to be assigned to the project by name, by title as identified in this RFP (additional staff with other titles may be included, but assigned duties must be clear in the proposal), the amount of time devoted to each task, lines of responsibility and approval authority and the name of the CAHSEE Administration Project Manager. The plan must make clear the relationship of each position to the work plan and staffing for all tasks must be illustrated with a staff organization chart. The proposal must identify the individuals proposed to fill the management team and any other professional staff in key positions with sufficient detail to allow an evaluation of the person's competency, experience, and expertise. The proposal must include the same level of detail for proposed project coordinators for all subcontractors.
3. Curriculum Vitae or Resumes -- This section of the Technical Proposal must include vitae for the proposed CAHSEE Administration Project Manager, all Associate Project Managers, Fiscal Officer, and other professional staff in key positions. All staff must have qualifications appropriate for the tasks they are to perform. Vitae of proposed staff must document all related experience: educational background, roles in related projects, and related publications if applicable.

The proposal must include the curriculum vitae and other material as necessary to show the years of relevant experience by stating the beginning and ending dates (both month and year if less than six years of experience) for all positions listed, depth of qualifications, training, and experience. Primary areas of expertise must be clearly described.

The CAHSEE Administration Project Manager must have a minimum of 60 months of experience in managing projects of a related size and scope (e.g., statewide testing programs). Each of the Associate Project Managers must have a minimum of 36 months experience in their

respective task areas. The Fiscal Officer must have a minimum of 60 months of experience managing projects of similar complexity. This experience must be clearly indicated in this section of the RFP.

Changes or substitutions to any of the Contractor's professional project personnel or management team (e.g., CAHSEE Administration Project Manager, Associate Project Managers, or Fiscal Officer) must have the same or greater qualifications of the person who they are replacing. Further, any such changes or substitutions requires formal approval by CDE's Contract Monitor. The Contractor must submit this request in writing at least 30 days in advance of a staffing change and it must be approved before a change in staffing occurs (see Section 7.3 of this RFP).

- e. Related Experience of Proposed Subcontractors – If applicable, this section of the Technical Proposal must identify all proposed subcontractors and their assigned duties. Further, this section must describe the subcontractor's capacity, experience, and ability to perform and administer all tasks related to this RFP. Subsidiaries that are separately incorporated must be clearly identified and must be treated as subcontractors.

The Technical Proposal must describe the subcontractors' facilities, equipment, and technical capacity in terms of hardware and software requirements necessary to support assigned work under this contract.

The "portion of work" for each proposed DVBE subcontractor must be defined here (see Section 4.3 of this RFP). Curriculum vitae or resumes are not needed on DVBE "subcontractors" who are vendors.

The bidder must submit letters of agreement from proposed subcontractors. Do NOT include any subcontractor rate information in the Technical Proposal. If rates are included in any materials that will be submitted as part of the Technical Proposal, the rates must be redacted before the material is included in the proposal.

- f. Related Organizational Experience and Capacity -- This section must describe the bidder's capacity, experience, and ability to perform and administer all tasks related to this RFP. The proposal must identify the bidder's facilities, equipment, and technical capacity to implement a large-scale assessment program in terms of hardware and software requirements necessary to perform the work under this contract (e.g., (1) ability to maintain a reliable server with an Internet connection and furnish all the support services required to provide FTP, pre-identification services, online data correction, web-based Project Calendar, and email support to CAHSEE test coordinators; and (2) ability to provide computer equipment and all electronic deliverables, including the electronic item bank, in a PC compatible format able to run in Windows 98, Windows 2000, Windows XP and Microsoft Office 97, Office 2000, and Office XP).

- g. References -- This section must include at least five (5) detailed client references for the bidder relevant to the scope and complexity of the services required by this RFP. These references must include a description of the services performed, the date of these services, and the name, address, and telephone number of the client reference.

5.2.2 Attachments

This section of the Technical Proposal must include the following completed attachments:

- a. The Nondiscrimination Compliance Statement (Std. 19; see Attachment 1) must be signed and dated with an original signature (preferably in blue ink) in the Original Technical Proposal.
- b. The Small Business Preference Sheet must be completed, with an original signature (preferably in blue ink) in the Original Technical Proposal (attached to this RFP as Attachment 2). If the preference is being claimed, a copy of the certification letter from the Office of Small Business and Disabled Veterans Business Enterprise Certification (OSDC) must be included.
- c. The Disabled Veterans Business Enterprise (DVBE) attachments in accordance with instructions in Attachment 3 (see Section 5.4 of this RFP for more information).
- d. The State Drug-Free Workplace Certification (Attachment 4) must be signed and dated with an original form signed (preferably in blue ink) in the original Technical Proposal.
- e. A current original Certificate of Good Standing issued by the California Secretary of State, if applicable (see Section 4.1 of this RFP).
- f. The Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Attachment 6) must be dated with an original form signed (preferably in blue ink) in the original Technical Proposal.

5.3 Cost Proposal (Separate sealed envelope, clearly marked as indicated below)

Do NOT package any non-Cost Proposal materials in the Cost Proposal envelope or package – CDE will NOT open a sealed Cost Proposal package for any reason during the Technical Proposal review process.

- a. Cover Sheet -- The first page of the Cost Proposal must be a Cover Sheet. Only the Cover Sheet will be read at the bid opening. The Cover Sheet must indicate the TOTAL amount of the bid for the overall contract without any cost breakdowns. The Cover Sheet should state:

“[Name of bidder] proposes to conduct the work associated with the CAHSEE Administration as described in this RFP for \$_____.”

The contract will be awarded to the lowest responsible bidder meeting the requirements of this RFP. The resulting contract will be a Cost Reimbursement

contract based on the Cost Proposal submitted and actual expenses documented for payment.

Note that your total contract bid amount is for all tasks and personnel specified in the Scope of the Project and all related overhead or indirect costs. No direct or indirect cost of carrying out the project shall be omitted and no amendments to the bid amount submitted in the Cost Proposal will be allowed. Do not propose options for additional costs. Contract amendments will only apply in the following cases: (1) CDE requests additional new work outside the scope of this RFP based on legislative action or a change in policy by SBE, or (2) there is a change in any budget line item(s) of more than 10 percent (refer to Section 7.1). Sole source approval by the DGS, Office of Procurement is required before CDE can prepare the amendment. The amendment must be approved by the DGS, Office of Legal Services.

- b. Cost Proposal -- The Cost Proposal must contain a detailed line-item budget for completion of the work outlined in the Technical Proposal. The Cost Proposal must be broken down by budget line items. The final phase will include the period from July 1 through September 1, 2007. The Cost Proposal must provide a clear computation and explanation of all rates, including indirect cost detail.

All staffing titles used in the Cost Proposal, including CAHSEE Administration Project Manager, Associate Project Manager for Test Administration, Associate Project Manager for Item Development, Associate Project Manager for all Data Correction and Data Processing Systems, Associate Project Manager for Statistics, Research and Reporting, and Fiscal Officer, must correspond to the staffing titles used in the Technical Proposal.

The Cost Proposal must include the following components:

1. Cost breakdown of all labor costs by major tasks (e.g., item development or data correction system) and budget line-items for the May make-up test administration, including hourly or billing rates for all personnel and the total number of hours projected for this project.
2. Cost breakdown of all operating expense detailed by budget line items.
3. Cost breakdown of fixed costs for test administration that also identifies the per student variable costs associated with all aspects of test administration, including, but not limited to, production, packaging, distribution, scoring, analysis, and reporting. For estimating variable costs, see Appendix 5 for the estimated number of test takers for 2004-07.
4. Separately identified overhead/indirect costs supported by indirect cost detail: specify the distribution base (such as direct salaries and wages, or other base which results in an equitable distribution), and identify the costs by type that are charged as indirect (such as costs of operating and maintaining facilities; and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting. If the bidder has a federally-approved

indirect cost rate, state that fact and identify the federal cognizant agency (i.e., the federal agency that approved the rate).

5. Summary of total costs by budget line items and the overall total for the entire project. The May make-up test administration will be funded solely from federal funds and must be costed out separately.
6. Any subcontractor expenses must be displayed in the same detailed manner as the preceding breakdown(s). This includes labor costs, operating expenses, fixed cost detail, and indirect cost detail including information regarding federally-approved rates, as well as the required cost summaries.

All travel costs must not exceed those established for CDE's nonrepresented employees, computed in accordance with, and allowable pursuant to, applicable Department of Personnel Administration regulations (See Attachment 5).

- c. Review of Cost Proposal -- CDE staff will review the Cost Proposals for compliance with the standards and requirements in this RFP. The Cost Proposals are not scored. Cost proposals that fail to provide the required information and detail will result in their proposal being disqualified.

5.4 Disabled Veteran Business Enterprise Participation Goals

Public Contract Code Section 10115 requires that State contracts have a participation goal of three percent (3%) for disabled veteran business enterprises (DVBE) as defined in Military and Veterans Code Section 999 (see Attachment A). In addition, Public Contract Code Section 10115.2 requires that contracts be awarded "to the lowest responsible bidder meeting or making good faith efforts to meet these goals."

In order to be responsive to this RFP, the bidder must comply with either Option A (Commitment to full DVBE participation) or Option B (Good Faith Effort) below and so indicate on Attachment 3-A:

a. **Commitment to full DVBE participation:**

- The bidder is a DVBE and commits to performing at least three percent (3%) of the bid amount itself or in combination with other DVBE(s); or
- Commit to using OSDC certified DVBE(s) for at least three percent (3%) of the bid amount.

Compliance with "meeting the goal" shall be certified by completing Attachment 3-A (DVBE1). A letter of commitment prepared by other participating DVBE subcontractor(s)/supplier(s), including the goods or services being provided and a copy of the OSDC DVBE certification, must be attached to the DVBE1.

- b. **Good Faith Effort (GFE)** performance and documentation requirements must be completely satisfied prior to bid submission. Perform and document the following Steps 1 through 5 on both sides of the attached DVBE1. Failure to document GFE Steps 1 through 5 as instructed, which includes properly completing and submitting the DVBE1, will result in rejection of the bid.

- Contact the CDE's Contracts Office at (916) 322-3035 for assistance in identifying potential DVBEs; and
- Contact other state and federal government agencies and local DVBE organizations to identify potential DVBEs which could provide goods/services applicable to this contract (see Attachment 3); and
- Advertise in trade papers and papers focusing on DVBEs at least fourteen (14) calendar days prior to the due date for the proposal; CDE requires two separate publications (see Attachment 3); and
- Invite (solicit) DVBEs who can provide relevant good and/or services (commercially useful function) relevant to this solicitation. Conducting Steps 1 through 3 produces a list of DVBEs from which potential DVBEs may be chosen. Bidders are advised to contract as many DVBEs (who provide relevant goods and/or services in the applicable location[s]) as possible; and
- **Consider all responding DVBEs** for contract participation. Consideration must be based on business needs for the contract and the same evaluation criteria must be applied to each potential DVBE subcontractor/supplier offering the same goods and services (commercially useful function).

Compliance with "good faith effort" shall be documented by completion of Attachment 3-A indicating dates/times/contact names for agencies contacted; names of papers used and date(s) of advertising and a copy of the advertisement; names of potential DVBEs solicited and date(s) of solicitation; and names of those considered for participation and, if applicable, the reasons for non-selection. In addition, a letter of commitment prepared by participating DVBE subcontractor(s)/supplier(s), including the goods or services being provided and a copy of the OSDC DVBE certification, must be attached to the DVBE1.

Final determination of either "goal attainment" or "good faith effort" by the bidder shall be at the sole discretion of the CDE.

6. MONITORING ACTIVITIES

The CDE and all authorized state control agencies must have access to all internal and external reports, documents, data, and working papers used by the Contractor and subcontractors in the performance and administration of this contract. The CDE shall have the right to monitor all aspects of the Contractor's performance.

The Contractor must provide all duly authorized representatives to CDE or the State with full access to any and all Contractor and subcontractor procedures relevant to the tasks outlined in the scope of the project.

The CDE Contract Monitor and the Contractor's CAHSEE Administration Project Manager must communicate on a weekly basis, as needed and scheduled by CDE, to review progress and performance. The review criteria will include, but not be limited to, problems encountered under the contract, future performance under the contract, and any other

subject(s) relating to completion of tasks under this contract. A monthly progress report must be prepared by the CAHSEE Administration Project Manager, submitted to CDE for review, and finalized and distributed by the Contractor as requested by CDE.

With each invoice (1 original and 1 copy) for reimbursement, the Contractor must attach the corresponding written monthly progress report (1 original paper and 1 copy), which includes a summary of activities completed, a list of deliverables produced, and outstanding issues for decision by CDE. Additionally, each invoice must present budget line-item(s) and task(s) detail.

The Contractor must retain and update records and accounts on a monthly basis and must be able to prepare and submit statistical, narrative, financial and/or program reports and summaries related to this contract as requested by CDE.

Unless otherwise requested by CDE, the Contractor must prepare reports and summaries in the format herein described. The Contractor's name must appear only on the cover and title page of reports and summaries. Covers and title pages must read as follows:

California Department of Education
Standards and Assessment Division
(Title of Report or Summary)
By (Contractor's Name)
Contract # _____
Date _____

The State reserves the right to use and reproduce all reports, summaries, and data reports developed pursuant to this agreement.

7. CONTRACT TERMS AND REQUIREMENTS

7.1 Compensation

Annual compensation to the Contractor is limited to the corresponding amount in the budget act. Payment(s) shall be made in arrears, on a monthly basis, upon satisfactory completion of each identified task and receipt of an itemized invoice (see Section 6 of this RFP) and a hard-copy monthly progress report of activities performed during the invoice period with original signature(s). The State shall retain from each payment an amount equal to ten percent of the payment. The ten percent withheld shall be released upon satisfactory completion of each State fiscal year's tasks as specified herein, submission of an invoice, and submission of a Contract/Contractor Evaluation (Std. 4) form by the State contract monitor and submission of the Std 4 to the Contracts Office in accordance with Public Contract Code Section 10379. The State shall make final payment upon satisfactory completion and acceptance of all contracted work, submission of a final invoice, submission of equipment disposition as described in Section 7.6 of this RFP, and submission of a final Std. 4 by the State contract monitor.

Surplus funds from a given line item of the budget, up to ten percent of that line item, may be used to defray allowable direct costs under other budget line items with prior written CDE approval. If required by State law or a policy change, any budget line

item change of more than ten percent requires a contract amendment and approval by the DGS. **Changes cannot be made which increase the rates of reimbursement.**

All travel costs shall be reimbursed at rates not to exceed those established for CDE's non-represented employees, computed in accordance with, and allowable pursuant to, applicable Department of Personnel Administration regulations (see Attachment 5).

7.2 Contract Requirements Related to DVBE Participation Goals

Substitution of a DVBE

- a. After award of the contract, the Contractor must use the DVBE subcontractor(s) and/or supplier(s) proposed in the solicitation response to the State per Title 2 Section 1896.62 unless a substitution is requested. The Contractor must request the substitution in writing to the contract monitor and the CDE must have approved the substitution in writing. At a minimum the substitution request must include:
 1. A written explanation of the reason for the substitution; and if applicable, the Contractor must also include the reason a non-DVBE subcontractor is proposed for use.
 2. A written description of the business enterprise to be substituted, including its business status as a sole proprietorship, partnership, corporation or other entity, and the DVBE certification status of the firm, if any.
 3. A written notice detailing a clearly defined portion of the work identified both as a task and as a percentage share/dollar amount of the overall contract that the substituted firm will perform.
- b. The request for substitution of the DVBE subcontractor/supplier must be approved in writing by the awarding department prior to commencement of any work by the subcontractor/supplier.
- c. The request for substitution of a DVBE and the awarding department's approval or disapproval cannot be used as an excuse for noncompliance with any other provision of law, including, but not limited to, the Subletting and Subcontracting Fair Practices Act (Sections 4100 et seq., Public Contract Code) or any other contract requirements relating to substitution of subcontractors.
- d. If the Contractor requests substitution of its DVBE subcontractor(s)/supplier(s) by providing a written request in accordance with Title 2 Section 1896.64(c), CDE may consent to the substitution of another person as a subcontractor in any of the following situations:
 1. When the subcontractor listed in the bid after having had a reasonable opportunity to do so fails or refuses to execute a written contract, when that written contract based upon the general terms, condition, plans and specifications for the project involved or the terms of that subcontractor's written bid, is presented to the subcontractor by the Contractor.
 2. When the listed subcontractor becomes bankrupt or insolvent, or goes out of business.
 3. When the listed subcontractor fails or refuses to perform his or her subcontract.
 4. When the listed subcontractor fails or refuses to meet the bond requirements of the Contractor.

5. When the Contractor demonstrated to the awarding department, or its duly authorized officer, that the name of the subcontractor was listed as the result of an inadvertent clerical error.
 6. When the listed subcontractor is not licensed pursuant to any applicable licensing requirement of any regulatory agency of the State of California.
 7. When the CDE, or its duly authorized officer, determines that the work performed by the listed subcontractor is substantially unsatisfactory and not in substantial accordance with the plans and specifications, or that the subcontractor is substantially delaying or disrupting the process of the work.
- e. Prior to approval of the Contractor's request for the substitution, the CDE, or its duly authorized officer, shall give notice in writing to the listed subcontractor of the Contractor's request to substitute and of the reasons for the request. The notice shall be served by certified or registered mail to the last known address of the subcontractor. The listed subcontractor who has been so notified shall have five working days within which to submit written objections to the substitution to the awarding authority. Failure to file these written objections shall constitute the listed subcontractor's consent to the substitution.
 - g. If written objections are filed, the awarding authority shall give notice in writing of at least five working days to the listed subcontractor of a hearing by the awarding department on the Contractor's request for substitution.

The request and the State's approval or disapproval is NOT to be construed as an excuse for noncompliance with any other provision of law, including but not limited to, the Subletting and Subcontracting Fair Practices Act or any other contract requirements relating to substitution of subcontractors.

Failure to adhere to at least the DVBE participation proposed by the successful bidder may be cause for contract termination and recovery of damages under the rights and remedies due the State under the default section of the contract.

Reporting

The Contractor must agree to provide reports of actual participation by DVBEs (by dollar amount and category) as may be required by CDE to document compliance.

Compliance Audit

The Contractor must agree that the State or its designee will have the right to review, obtain, and copy all records pertaining to performance of the contract. The Contractor must agree to provide the State, or its designee, with any relevant information requested and shall permit the State, or its designee, access to its premises, upon reasonable notice, during normal business hours, for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. The Contractor must further agree to maintain such records for a period of five (5) years after final payment under the contract.

7.3 Staff Replacements

Changes or substitutions to any of the Contractor's professional project personnel or management team (e.g., CAHSEE Administration Project Manager, any of the Associate Project Managers, or Fiscal Officer) must have the same or greater qualifications of the person who they are replacing. Further, any such changes or substitutions requires formal approval by CDE's Contract Monitor. The Contractor must submit this request in writing at least 30 days in advance of a staffing change and it must be approved before a change in staffing occurs.

7.4 Ownership of Materials, Patents, Copyrights, Trademarks, and Trade Secrets

All materials developed under the terms of this agreement will become the property of CDE. CDE reserves the exclusive right to copyright such material, and to publish, disseminate, and otherwise use materials developed under the terms of this agreement. Copyright for CDE must be noted on all materials produced for the purposes of this contract, including, but not limited to, test forms, sample test materials, and presentation materials. The Contractor acknowledges that the rights to any report, computer program, documentation for programs, exams, exam items, or other material developed by the Contractor or its subcontractors in connection with this agreement shall belong to CDE. CDE acknowledges that any materials and proprietary computer programs previously developed by the Contractor or its subcontractors shall belong to the Contractor or its subcontractors.

The Contractor warrants that it has secured or shall have secured any necessary rights, clearances, and/or licenses with respect to all materials and elements embodied in or used in connection with the performance of this contract, and that all included material shall neither violate nor infringe upon the copyright, service mark, trademark, privacy, creative, or other rights of any person, firm, corporation, or other third party. The Contractor must provide CDE with documentation indicating a third party's permission for CDE to use the third party's materials, such as a reading passage excerpted from a book or short story or artwork, for eight (8) years.

CDE reserves the right to review any materials potentially for sale to determine if they are outside the scope of work. The Contractor must seek review and approval from CDE before proceeding to produce for sale any materials related to this contract.

7.5 Retention of Records

The Contractor must maintain accounting records and other evidence pertaining to costs incurred, with the provision that the Contractor must keep them available during the contract period and thereafter for five (5) full years from the date of the final payment. The Contractor shall keep all compliance forms for inspection during the term of the contract and for five (5) years thereafter. The CDE and its designees must be permitted to audit, review, and inspect the Contractor's activities, books, documents, records, and papers during progress of work and for five (5) years following final payment.

7.6 Ownership and Disposition of Equipment

Equipment purchased under the provisions of the contract is the property of the State and shall be used for its intended purpose during the term of this agreement. An inventory of all equipment purchased under the contract shall be maintained. After termination of the agreement, equipment shall be disposed of in accordance with instructions from CDE.

7.7 National Labor Relations Board Certification

By signing the contract, the Contractor swears under penalty of perjury that no more than one (1) final unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a Federal Court which orders the Contractor to comply with an order of the National Labor Relations Board. (not applicable to public agencies).

7.8 Anti-trust Claims (Government Code sections 4552-4554)

In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 USC Section 15) or under the Cartwright Act (Chapter 2) commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code, arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

Upon demand in writing by the assignor, the assignee shall, within one (1) year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action.

7.9 Recycled Paper Certification (Public Contract Code Sections 10308.5/10354)

By signing the contract, the Contractor agrees to certify in writing to CDE, under penalty of perjury, the minimum, if not exact, percentage of recycled content, both postconsumer material and secondary material as defined in Public Contract Code Sections 12161 and 12200, in materials, goods or supplies offered or products used in the performance of the contract, regardless of whether the product meets the required recycled product percentage as defined in Sections 12161 and 12200. The Contractor must certify that the product contains zero recycled content.

7.10 Air or Water Pollution Violations (Government Code Section 4477)

By signing the contract, the Contractor swears under penalty of perjury that the Contractor is not: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control District; (2) subject to a cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibition; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution. This provision does not apply to public agencies.

7.11 Child Support Compliance Certification (Public Contract Code Section 7110)

By signing this agreement, the Contractor acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

7.12 Computer Software Copyright Compliance

By signing this agreement, the Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

7.13 Prohibition Against Outside Agreements

The Contractor and subcontractor(s) must not enter into agreements related to products and/or services of this contract without the prior approval by the State of a work proposal and budget for the work proposed.

7.14 Confidentiality

All financial, statistical, personal, technical, and other data developed or utilized by the Contractor in carrying out this contract must be protected by the Contractor from unauthorized use and disclosure. If the methods and procedures employed by the Contractor for the protection of the data and information are deemed by CDE to be inadequate, CDE, in cooperation with the Contractor, shall specify the procedures to be followed. The Contractor shall not be required under the provisions of this paragraph to keep confidential any data or information that is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of this contract, or is lawfully obtained from third parties.

The Contractor shall not disclose data or documents or disseminate the contents of data plans, documents, or reports without express written permission from CDE Contract Monitor.

Permission to disclose information or documents on one occasion, or public hearings held by CDE relating to the same, shall not authorize the Contractor to further disclose such information or documents on any other occasion without the express written permission of CDE Contract Monitor.

Contractor shall not comment publicly to the press or any other media regarding its data or documents, or CDE actions on the same, except at a public hearing, or in response to questions from a legislative committee.

The Contractor must immediately notify CDE if a third party requests or subpoenas data or documents related to this contract. Contractor must not release the data without CDE's approval.

7.15 Correspondence

Correspondence prepared by the Contractor relating to the logistics of tasks to be performed by the Contractor under the scope of work of this contract or correspondence of an informational nature related to the program supported by this contract which is prepared by the Contractor must be reviewed by CDE prior to mailing or distribution.

As a standard business practice, the Contractor must "copy" CDE Contract Monitor on each final letter and memorandum prepared by the Contractor under the scope of work of this contract.

CDE reserves the right to issue any correspondence regarding the CAHSEE under CDE signature.

The Contractor must provide CDE with three (3) business days to review correspondence prepared by the Contractor under the scope of work of this contract.

7.16 News Releases

The Contractor must not issue any news releases or make any statement to the news media in any way pertaining to this contract without the prior written approval by CDE, and then only in cooperation with CDE.

7.17 CDE Approval of Deliverables

All approvals, orders for correction, or disapprovals from CDE must be in writing. If CDE rejects a deliverable or product as unacceptable, the Contractor shall make required corrections within the time frame required by CDE.

Failure of the Contractor to obtain prior CDE approval of deliverables or products shall not relieve the Contractor of performing the related contract responsibilities and providing related required deliverables or products to CDE. The Contractor must accept financial responsibility for failure to meet agreed-upon timelines and quality standards. The CDE shall have no liability for payment of any work, of any kind whatsoever, which commences without prior CDE approval. Refer to Appendix 2 - Checklist of Major Project Deliverables (This is not meant to be a comprehensive list and does not supersede the Scope of the Project).

7.18 Union Organizing and Activities

- a. By signing this agreement the Contractor hereby acknowledges the applicability to this agreement of Government Code Section 16645 through Section 16649.
 - 1. Contractor will not assist, promote, or deter union organizing by employees performing work on a state service contract, including a public works contract.
 - 2. No state funds received under this agreement will be used to assist, promote, or deter union organizing.
 - 3. Contractor will not, for any business conducted under this agreement, use any state property to hold meetings with employees or supervisors if the purpose of such meetings is to assist, promote, or deter union organizing, unless the state property is equally available to the general public for holding meetings.
 - 4. If the Contractor incurs costs or makes expenditures to assist, promote, or deter union organizing, the Contractor will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs. The Contractor shall provide these records to the Attorney General upon request.
- b. The Contractor hereby certifies that no request for reimbursement or payment under this agreement will seek reimbursement for costs incurred to assist, promote, or deter union organizing.

7.19 Standard Agreement Provisions

If awarded the contract, the successful bidder must accept the provisions on the reverse side of the Standard Agreement (Std. 2 form) without exception. The provisions are as follows:

- a. The Contractor agrees to indemnify, defend, and hold harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material-men, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the Contractor in the performance of this contract.
- b. The Contractor, and the agents and employees of the Contractor, in the performance of the agreement, shall act in an independent capacity and not as officers or employees or agents of State of California.
- c. The State may terminate this agreement and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination the State may precede with the work in any manner deemed proper by the State. The cost to the State shall be deducted

from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand.

- d. Without the written consent of the State, this agreement is not assignable by the Contractor either in whole or in part.
- e. Time is of the essence in this agreement.
- f. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- g. The consideration to be paid the Contractor, as provided herein, shall be in compensation for all of the Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

7.20 Prohibited Bids Concerning End Product of Contract

In compliance with Public Contract Code section, 10365.5, no person, firm, or subsidiary thereof that is awarded this contract, (nor any sub-contractor of more than 10% of the total monetary value of this contract), may submit a bid for, nor be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in this contract.

8. EVALUATION PROCESS

Each proposal shall be evaluated to determine responsiveness to the general requirements as well as format and content requirements as described in this RFP. The proposal must be submitted in two parts: Technical Proposal and Cost Proposal. CDE reserves the right to reject any or all proposals. Nothing herein requires the awarding of a contract in response to this RFP. The selection process complies with the requirements for competitive bidding in the State Public Contract Code section 10344(b) requiring prospective bidders to submit their Technical Proposals and Cost Proposals in separate sealed envelopes or packages.

In the event of a tie **for the lowest responsible bid**, the method that shall be used as a "tie-breaker" will be to place the names of the bidders in a container to be randomly drawn. The first name drawn will be the proposed awardee.

Following the time and date for receipt of proposals, each Technical Proposal shall be opened and evaluated using a two-step process.

Step I consists of three parts:

- a. Part 1 addresses the proposal's adherence to format and content requirements.
- b. Part 2 addresses the minimum qualifications of the bidder, including ability to conduct business in California and five (5) years of experience in the development and implementation of large-scale assessments.
- c. Part 3, Technical Evaluation, shall yield numeric score ratings. A review panel using a consensus process will rate each proposal on the criteria described in Step I, Part 3. Any proposal receiving a rating of less than **90 out of 100 (90 percent)** possible points shall be rejected.

Proposals shall be evaluated on a yes-no basis for all criteria in the first two parts of Step I. Receipt of a “no” on any item shall result in elimination of the proposal from further consideration.

Step II of the process is the public opening of the envelope containing the cost information. Only those proposals passing the first step of the process shall have their envelopes opened and read. The Cost Proposals will be reviewed for compliance with the standards and requirements as listed in Section 5.3 of this RFP. The Cost Proposals are not scored. Cost proposals that fail to provide the required information and detail will result in elimination of the proposal from further consideration. The public opening of the Cost Proposals for those proposals passing all three parts of the Step I shall be held:

March 8, 2004, 10:30 a.m. PT at the
California Department of Education
1430 N Street, 6th Floor, Conference Room 6103
Sacramento, California

The Small Business Preference shall be computed if required documentation is included in the proposal and adjustments to bid prices shall be made accordingly. The contract shall be awarded to the lowest responsible bidder meeting the specifications as described herein.

The notice of the proposed Contractor to receive the award shall be posted for five (5) business days beginning March 9, 2004, in the lobby of CDE building near the elevators, 1430 N Street, Sacramento, California, and on CDE Web site. During the same period, proposals and rating sheets shall be available for public inspection at CDE, Standards and Assessment Division, 1430 N Street, Suite 5408, Sacramento, CA 95814 during normal business hours. After the five-day notice has been completed, the proposed awardee shall be formally notified by mail.

9. CONTRACT AWARD PROTEST PROCEDURES

If, prior to the formal award, any bidder files a protest with DGS against the awarding of the contract, the contract shall not be awarded until either the protest has been withdrawn or the DGS has decided the matter. Within five (5) days after filing the protest, the protesting bidder shall file with the DGS a full and complete written statement specifying the grounds for the protest. Protests shall be limited to those specified in Public Contract Code Section 10345 (Attachment 7 describes the protest procedures to be followed by a bidder filing a protest). The protest period ends at the conclusion of the five-day notice period.

10. FORMAT REQUIREMENTS AND EVALUATION CRITERIA

Bidder's Name: _____

Step I, Part 1—Adherence to Format and Content Requirements This step is rated on a yes-no basis and receipt of a “no” on any of the following shall result in elimination of the proposal from further consideration and review.

- ☐ yes ☐ no 1. Bidder submitted **one (1) clearly marked ORIGINAL Technical Proposal and 10 copies** by the specified deadline: February 27, 2004, no later than 2:00 p.m. PT to the Standards and Assessment Division of the California Department of Education.
- ☐ yes ☐ no 2. The clearly-marked **ORIGINAL** Technical Proposal included the Cover Letter signed by the authorized representative, who is authorized to make the offer on behalf of the bidder to perform the work described.
- ☐ yes ☐ no 3. Bidder submitted the Cost Proposal in a separate, sealed envelope or package by the specified deadline: February 27, 2004, no later than 2:00 p.m. PT to the Standards and Assessment Division of the California Department of Education.
4. Required forms submitted with each copy of the Technical Proposal (check each one submitted):
- ☐ yes ☐ no a. Nondiscrimination Compliance Statement (Attachment 1) completed with an original signature on the form included in the **ORIGINAL** Technical Proposal.
- ☐ yes ☐ no b. Small Business Preference Sheet (Attachment 2) completed and a copy of the OSDC certification letter included in the Technical Proposal if the preference is being claimed or date of application indicated if not yet certified.
- c. Disabled Veteran Business Enterprise (DVBE) Participation Goals attachments:
- ☐ yes ☐ no Attachment 3-A (DVBE1)
- ☐ yes ☐ no Commitment letter from each participating DVBE
- ☐ yes ☐ no Certification letter from OSDC for each participating DVBE
- ☐ yes ☐ no CDE Contracts Office has determined compliance with DVBE participation goals.

- ☐ yes ☐ no d. Certification Regarding Provision of a Drug-Free Workplace (Note: This form need not be completed and returned with the proposal. However, certification is a condition of receipt of the contract.)
- ☐ yes ☐ no e. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Attachment 6) completed with an original signature on the form included in the ORIGINAL Technical Proposal..

5. The proposal contains a Cover Letter that must:

- ☐ yes ☐ no a. Present a short summary of the bidder's qualifications and unique strengths related to the size and scope of the CAHSEE program.
- ☐ yes ☐ no b. Acknowledge that the rights to any hard copy/electronic material, report, computer program, documentation for programs, exams, exam items, or other material developed by the Contractor or its subcontractors in connection with this agreement shall belong to CDE.
- ☐ yes ☐ no c. Use the bidder's true corporate name, indicate any fictitious name under which the organization is doing business ("doing business as"), or, in the case of an entity whose legal status precludes incorporation, clearly state the bidder's legal status in a separate paragraph.
- ☐ yes ☐ no d. Identify acceptance of the contract terms and requirements as specified in Section 7 of this RFP. No additional contract terms or requirements may be added or substituted by the bidder and no corrections to stated contract terms and requirements can be made.
- ☐ yes ☐ no e. The authorized representative signing this letter must indicate position title and certify that he or she is authorized to make the offer on behalf of the organization. A copy of the Cover Letter also must be included in each copy of the Technical Proposal submitted.
- ☐ yes ☐ no f. Identify the mailing address, telephone number, e-mail address, and fax number of the authorized representative who signed the cover letter.

6. The Work Plan must use the section and subsection headings specified in the Scope of the Project and include in detail all the CAHSEE tasks listed below:

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> yes | <input type="checkbox"/> no | a. Task 3.1 Maintenance Activities and Project Deliverables |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | b. Task 3.2 Item Development |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | c. Task 3.3 Test Administration |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | d. Task 3.4 Test Security |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | e. Task 3.5.1 Scoring |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | f. Task 3.5.2 Analysis of Test Results |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | g. Task 3.5.3 Reporting |

7. The Technical Proposal contains a Management and Staffing section that includes a clear and detailed plan to manage and accomplish the scope of work as specified in Section 3 of this RFP. This section must:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> yes | <input type="checkbox"/> no | a. Identify a management team by name that must include at least one full-time CAHSEE Administration Project Manager, one full-time Associate Project Manager for Test Administration, an Associate Project Manager for Item Development, an Associate Project Manager for all Data Correction and Data Processing Systems, an Associate Project Manager for Statistics, Research and Reporting, and a Fiscal Officer. |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | b. Include a current organization chart indicating staff, by name, that would be assigned to this project and the amount of time devoted to each task, list of responsibilities and approval authority. |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | c. Identify the individuals proposed to fill any other professional staff in key positions by name and, if applicable, the proposed project coordinators for any subcontractors. |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | d. Include vitae or resumes, stating the beginning and ending dates (both month and year if less than six years of experience), to document related experience of the proposed CAHSEE Administration Project Manager, all Associate Project Managers, Fiscal Officer, and describes primary areas of expertise. Also, includes resumes for any other named professional staff in key positions. |

8. The Technical Proposal contains a Related Experience of Proposed Subcontractors section that, if applicable, must:

- ☐ N/A ☐ yes ☐ no a. Identify all proposed subcontractors and their assigned duties and/or any DVBE subcontractor's and their proposed portion of work (if NOT applicable, skip #9 and continue to #10 below).
- ☐ N/A ☐ yes ☐ no b. Describe the subcontractor's capacity, experience, and ability to perform and administer all tasks related to this RFP (if NOT applicable, skip #9 and continue to #10 below).
- ☐ N/A ☐ yes ☐ no c. Describe the subcontractor's facilities, equipment, and technical capacity in terms of hardware and software requirements necessary to support assigned work, (if NOT applicable, skip #9 and continue to #10 below).
- ☐ N/A ☐ yes ☐ no d. Submit letters of agreement from any proposed subcontractors (if NOT applicable, skip #9 and continue to #10 below).

9. The Technical Proposal contains a Related Organizational Experience and Capacity section that must:

- ☐ yes ☐ no a. Describe the bidder's capacity, experience, and ability to perform and administer all tasks related to this RFP.
- ☐ yes ☐ no b. Identify the bidder's facilities, equipment, and technical capacity in terms of hardware and software requirements necessary to support assigned work.

10. The Technical Proposal contains at least five (5) detailed client References that must:

- ☐ yes ☐ no a. Reference the bidder's services to the client relevant to the scope and complexity required by this RFP.
- ☐ yes ☐ no b. Describe the services performed, the date of these services, and the name, address, and telephone number of each client reference.

Step I, Part 2—Minimum Qualifications This step is rated on a yes-no basis and receipt of a “no” on any of the following shall result in elimination of the proposal from further consideration and review.

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> yes | <input type="checkbox"/> no | 1. The bidder is a public or private corporation, agency, organization, or association and be legally constituted and qualified to do business within the State of California (registered with the Secretary of State). With the exception of bidders whose legal status precludes incorporation, bidders that are not fully incorporated by the deadline for submission shall be disqualified. A Corporation or LLC must submit a current original Certificate of Good Standing or a statement of other legal status that precludes incorporation is clearly stated in the Cover Letter. |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | 2. The bidder has five (5) years or more of experience in the development and implementation of large-scale assessments of a similar size and scope to the CAHSEE program. |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | 3. The designated CAHSEE Administration Project Manager has a minimum of 60 months of experience in managing projects of a related size and scope to the CAHSEE program (e.g., statewide testing programs). |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | 4. The designated Associate Project Managers have a minimum of 36 months of experience in their respective task areas. |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | 5. The designated Fiscal Officer has a minimum of 60 months of experience in managing projects of similar complexity. |

Step I, Part 3—Technical Evaluation

A review panel will be convened to evaluate the proposals using a consensus process. The review panel will use the following criteria (page 65-70) to assess the Technical Proposal and obtain a final consensus score.

The review panel will judge the quality of each criteria as to whether it is of high, medium or low quality, and then assign a consensus score to each section. No numeric value is being assigned to high, medium or low.

The total points possible for each section are noted along with the percent of total by section. A minimum of **90 out of 100 possible points (90 percent)** is required for a proposal to be advanced to the bid opening.

Criteria for the Technical Evaluation

3.1 – Maintenance Activities and Project Deliverables (5 percent of total score)	High	Medium	Low
1. Assess the quality of the proposal in terms of addressing the required activities (i.e., management meetings; records, minutes, and deliverables; monthly progress reports; web-based project calendar; other meetings; and report specifications).			
2. Assess the capacity of the bidder to provide a web server and Internet capacity to maintain an annual CAHSEE Project Calendar.			

3.1 – Maintenance Activities and Project Deliverables CONSENSUS SCORE: _____ out of 5 points possible

3.2 - Item Development (10 percent of total score)	High	Medium	Low
1. Assess the quality of the proposal in terms of the item development activities, including the plan for the creation of new items and test specifications.			
2. Assess the quality of the proposal for recruiting and training item writers.			
3. Assess the quality of the proposal for recruiting participants and conducting content and sensitivity reviews.			
4. Assess the quality of the proposal for conducting appropriate field testing for multiple-choice and writing task items.			
5. Assess the quality of the proposal for maintaining and updating the CAHSEE item bank.			

3.2 – Item Development CONSENSUS SCORE: _____ out of 10 points possible

3.3 - Test Administration (25 percent of total score)	High	Medium	Low
1. Assess the quality of the proposal for the overall test administration plan.			
2. Assess the quality of the proposal for test form development.			
3. Assess the quality of the proposal for test form construction.			
4. Assess the quality of the proposal for the development and production of answer documents.			
5. Assess the quality of the proposal for the design and production of test booklets and all other necessary testing materials, including testing manuals.			
6. Assess the quality of the proposal for test administration training and materials.			
7. Assess the quality of the proposal for the data management, processing and correction systems.			
8. Assess the quality of the proposal for the development and implementation of a Pre-ID system with error detection.			
9. Assess the quality of the proposal for ordering, packaging, distributing, and retrieving of all testing materials.			
10. Assess the quality of the proposal for establishing a customer relations system.			
11. Assess the quality of the proposal for data collection for ancillary purposes, including compliance with state (API) and federal (AYP under NCLB) accountability requirements.			

3.3 – Test Administration CONSENSUS SCORE: _____ out of 25 points possible

3.4 – Test Security (5 percent of total score)	High	Medium	Low
1. Assess the quality of the proposal in terms of the test security plan for item security during all item reviews.			
2. Assess the quality of the proposal in terms of the plan for test site monitoring before, during and after each test administration.			
3. Assess the quality of the proposal for mark discrimination analyses.			
4. Assess the quality of the proposal for test security reporting.			
5. Assess the capacity of the bidder for providing secure data exchange.			
6. Assess the quality of the proposal for maintaining the confidentiality of student results.			

3.4 – Test Security CONSENSUS SCORE: _____ out of 5 points possible

3.5.1 - Scoring (10 percent of total score)	High	Medium	Low
1. Assess the quality of the proposal for scanning and scoring all valid answer documents.			
2. Assess the capacity of the bidder to score large volumes of answer documents accurately, efficiently and reliably within the required statutory time frame for reporting results to students.			
3. Assess the quality of the proposal for the scoring process, including the training of scoring leaders and readers.			
4. Assess the quality of the proposal for handling sensitive writing task responses.			
5. Assess the quality of the proposal for data base management aspects, including verification to ensure accuracy.			
6. Assess the quality of the proposal for data base management aspects of data correction to ensure accuracy of reports.			

3.5.1 – Scoring CONSENSUS SCORE: _____ out of 10 points possible

3.5.2 – Analysis of Test Results (10 percent of total score)	High	Medium	Low
1. Assess the quality of the proposal for providing a plan for analysis using the CAHSEE scale and conducting calibration, scaling, and equating.			
2. Assess the quality of the proposal for the sharing of data for independent analyses, including the evaluation.			
3. Assess the quality of the proposal for other proposed requirements, including additional analyses and replication.			
4. Assess the quality of the proposal for providing all required item analyses.			
5. Assess the quality of the proposal for providing all required summary analyses.			

3.5.2 – Analysis of Test Results CONSENSUS SCORE: _____ out of 10 points possible

3.5.3 – Reporting (10 percent of total score)	High	Medium	Low
1. Assess the quality of the proposal for reporting student results within the required time frame and for the production and delivery of individual student reports.			
2. Assess the quality of the proposal for the production and delivery of the annual grade 10 detail data files.			
3. Assess the quality of the proposal for the production and delivery of the data files for annual results reporting.			
4. Assess the quality of the proposal for providing a data correction process after each test administration.			
5. Assess the quality of the proposal for production and delivery of aggregate score reports.			
6. Assess the quality of the proposal for providing interpretation materials and workshops.			
7. Assess the quality of the proposal for Technical Reports for operational administrations and field testing, and the annual production of the Technical Digest.			

3.5.3 – Reporting CONSENSUS SCORE: _____ out of 10 points possible

Adequacy of Management and Staffing Plan (15 percent of total score)	High	Medium	Low
1. Assess the capacity of the bidder to provide an effective management system with appropriate staffing based on the adequacy of the staff organizational plan and prior relevant experience of management team and other identified professional staff (refer to Curriculum Vitae and resumes).			
2. Assess the quality of the technical skills of the management team and other key personnel related to assigned duties.			
3. Assess the adequacy of the management system to ensure adherence to schedules and deadlines.			
4. Assess the adequacy of the management system to ensure high quality products and outcomes.			
5. Assess the adequacy of the management system to identify potential problems early and seek solutions quickly.			
6. Assess the adequacy of the management system to maintain frequent communication with CDE.			
7. Assess the adequacy of the management system for monitoring and controlling project expenditures.			

Adequacy of Management and Staffing Plan CONSENSUS SCORE: _____ out of 15 points possible

Related Experience of Proposed Subcontractors (3 percent, if applicable [NA], of total score)	High	Medium	Low
1. Assess the capacity of the subcontractors to perform and administer all assigned duties based on prior experience of subcontractors (refer to resumes).			
2. Assess the experience and ability of the subcontractors with respect to assigned duties, tasks or work to be performed.			
3. Assess the quality of each subcontractor's facilities and equipment to perform assigned duties, tasks, or work.			

Related Experience of Proposed Subcontractors CONSENSUS SCORE: _____ out of 3 points possible **OR** 0 if NA

Related Organizational Experience and Capacity (5 percent of total score with subcontractors; 8 percent of total score without subcontractors)	High	Medium	Low
1. Assess the quality of the organizational capacity based on the descriptions of related work performed by the bidder.			
2. Assess the quality of the bidder's facilities and equipment to implement a large-scale assessment program.			
3. Assess organizational capacity in terms of the ability to maintain a reliable server with an Internet connection and furnish all the support services required to provide FTP, pre-identification services, online data correction, web-based Project Calendar, and email support to CAHSEE test coordinators.			
4. Assess organizational capacity in terms of the ability to provide computer equipment and all electronic deliverables, including the electronic item bank, in a PC compatible format able to run in Windows 98, Windows 2000, Windows XP and Microsoft Office 97, Office 2000, and Office XP.			

Related Experience of Proposed Subcontractors CONSENSUS SCORE: _____ out of 5 points possible with subcontractors

OR

Related Experience of Proposed Subcontractors CONSENSUS SCORE: _____ out of 8 points possible without subcontractors

References (2 percent of total score)	High	Medium	Low
1. Assess the bidder's experience with projects of a related size and scope based on the client references related to the services required by this RFP (refer to the five required client references).			

References CONSENSUS SCORE: _____ out of 2 points possible

Final Consensus Score

Section		Possible Points With Subcontractors	Possible Points Without Subcontractors	Consensus Score by Section
3.1	Maintenance Activities and Project Deliverables	5	5	
3.2	Item Development	10	10	
3.3	Test Administration	25	25	
3.4	Test Security	5	5	
3.5.1	Scoring	10	10	
3.5.2	Analysis of Test Results	10	10	
3.5.3	Reporting	10	10	
	Management & Staffing	15	15	
	Related Experience of Proposed Subcontractors	3	0	
	Related Organizational Experience and Capacity	5	8	
	References	2	2	
TOTAL		100	100	

The Total Proposal Score must be equal to or greater than 90 percent of the 100 total possible points to continue to Step 2 (public opening of the envelope containing the cost information).